



# Yakima Valley Farm Workers Clinic

## *Position Description*

**TITLE OF POSITION:** HR Student Placement Coordinator

**PURPOSE OF POSITION:** To coordinate the Hispanic Health Care Broker (HHCB) and Health Care Opportunities Program (HCOP) and other student placements within YVFWC health care.

### **ESSENTIAL DUTIES:**

1. Exemplifies excellent customer relations with patients, visitors, and other employees; shows courtesy, friendliness, helpfulness, and respect.
2. Creates contacts and provides coordination with people of color at HCOP, HHCB, and the community.
  - Coordinates on-site placement of students from HCOP and HHCB.
  - Works with HCOP, ALCANCE, and YVFWC to find student placements at YVFWC.
  - Provides orientation to students prior to placements.
  - Coordinates an employment fair/Nursing Exploration Day for students of color.
  - Works with YVFWC to provide volunteer experiences for HHCB and HCOB students.
  - Recruits and trains supervisors and mentors.
  - Recognizes mentors at Convocation.
3. Coordinate ongoing financial, social, and academic assistance to student nurses.
  - Coordinates on-site logistics for NCLEX-RN licensure review course.
4. Assists with administrative functions.
  - Serves on a Steering Committee with the HHCB and HCOP Project Director, Project Supervisor, and YVFWC Coordinator.
  - Completes monthly progress reports and evaluations.
5. Provides faculty education on healthcare opportunities for minorities.
  - Provides information to faculty and staff about barriers to education.
  - Proposes mechanisms for removal of these barriers and provides access to curriculum that supports the project.
6. Recruits clinic staff supervisors and health professionals to provide an effective work experience/internship experience for HCOP and HHCB students.
7. Provides needed support to clinic staff supervisors in developing and maintaining effective age and training appropriate internships and student placements.
  - Develops position descriptions for student placements.
  - Serves as a resource for YVFWC minority/disadvantaged employees who are interested in furthering their education in the health professions.
8. Monitors and evaluates work site placements to ensure a positive progress towards goals and expectations.
9. Creates a volunteer supervisor handbook.
10. Creates a volunteer/student handbook.
11. Coordinates volunteer experiences, including required paperwork, with the HR Office Assistant.
12. Coordinates student and resident rotations within the Corporation.

### **QUALIFICATIONS:**

**Education:** Bachelors in guidance and counseling, psychology, or related field.

**Experience:** Experience working with diverse populations, underrepresented or disadvantaged students, and familiar with educational systems.

**Licenses/Certificates/Registration:** Current Washington State driver's license and proof of automobile liability insurance coverage.

**Knowledge/Skills/Abilities Required:** Bilingual English/Spanish preferred and a deep cultural understanding of minority residents in the Yakima Valley. Excellent cross-cultural communication skills; ability to work effectively with a wide variety of people and develop cordial working relationships with (and market the grant to) schools, colleges and universities, community members, professional associations, and students of color; ability to establish community contacts and community commitment to the project; ability to work well as part of a team, keep team members abreast of current project developments, and follow the chain of command for decision-making and reporting; ability to provide leadership in recruitment and retention of students. Possesses skills in motivation, self-direction, punctuality, good organization, and has the ability to complete reports in an accurate and timely manner. Must be competent in word processing and data management using a computer.