



Health Careers Pre-Apprenticeship(HCPA) Instructor Position Position Description

About Central Colorado Area Health Education Center (CCAHEC)

[Central Colorado Area Health Education Center \(CCAHEC\)](#) is one six regional centers within the Colorado AHEC System (CAS). The role of CCAHEC is to connect students to careers, professionals to communities, and communities to better health. Serving 11 + 1 counties in the Denver metro and foothills areas, CCAHEC promotes academic/community partnerships in five main areas of focus: 1) health professional student support; 2) health careers recruitment and retention; 3) health professional continuing education; 4) community education; and 5) community health planning.

Overview of the HCPA Instructor Role

The Program Instructor will provide course instruction and support for Central Colorado Area Health Education Center (CCAHEC)'s Health Careers Pre-Apprenticeship (HCPA) programs. The HCPA program is a three-week training program aimed at jump-starting one's health career. The program provides individualized coaching, personality and learning style assessments, career pathway exploration, essential skills training, contextual learning experiences, and a variety of certifications to prepare one for a career in health care.

Lessons may include topics such as Personality and Learning Styles, Career Pathway Exploration, 21st Century Skills, Essential Skills, Job Skills, Certifications, and Career Engagement Plans.

Details: This is a part-time, non-exempt, position and is supervised by the Program Manager. Wage is \$15/hr. Hours are 8:30-3:00pm Mondays and Wednesdays (March 6th- April 19th).

Essential Duties and Responsibilities:

1. Prepares and teaches instructional materials under supervision of Program Manager
2. Works with small groups of participants to reinforce instruction in and out of the classroom.
3. Assists Program Manager on field trips.
4. Assists in the procurement/preparation of classroom materials.
5. Performs other related duties as assigned or requested.
6. Acts as a positive role model for participants.

Supervision Received:

Manages assigned responsibilities and daily schedule in partnership with and receiving general supervision from the Program Manager.

Qualifications:

Education and Experience -

- Requires a Bachelor's Degree in health-related field or experience in healthcare.

Knowledge, Skills, and Abilities-

- English language; excellent oral and written communication skills; intermediate computer skills.
- Ability to teach and relate to students in one-on-one or group settings.
- Knowledge of employable skills (in healthcare specifically).
- Professional interpersonal skills, customer-service oriented, and efficient use of resources.

This position description is not intended to be an all-inclusive list of all duties, responsibilities, or qualifications associated with this position.

Date Revised: 1/16/18



- Operating knowledge of basic office computer software, Large printer/copier/fax/scanner and experience with database systems.
- Ability to work with highly confidential and sensitive information.

Physical Demands:

Primarily sedentary work with occasional standing, walking, lifting, moving, and traveling to other departments or work sites. Requires ability to use hands, fingers and arms for keyboarding, filing, telephone work, and operating office equipment greater than 75% of the time. Requires ability to push, pull, move and/or lift 10-20 lbs 0-25% of the time. Also requires:

1. Working in a standard on-site business office environment
2. Continuous use of PC equipment including keyboard, mouse, and printer
3. Frequent use of telephone and conference equipment
4. Frequent use of printer, copiers and other office equipment

Visual/Hearing Requirements:

Requires adequate hearing to receive detailed oral information over the phone and in-person. Requires ability to convey detailed spoken information to participants individually and in groups, both via email and in-person. Requires adequate visual acuity to use a computer screen and read written documents.

Environmental Conditions:

Normal office environment. Team-based and worksite wellness atmosphere.

Equal Employment Opportunity Policy:

CCAHEC is dedicated to equal employment opportunities in any term, condition, or privilege of employment. CNDC prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Location:

St. Anthony North Health Campus, 14300 Orchard Pkwy, Westminster, CO 80023. The HCPA Instructor will be available part-time and will work onsite most days. Location subject to change according to field trips.

Application Process:

To apply please submit a resume, cover letter explaining your interest and qualifications, to Mitch Fittro, Education and Workforce Manager of Central Colorado Area Health Education Center at mitch@centralcoahec.org Please include "HCPA Instructor" in the subject line. Review of resumes will continue until the position is filled.

Acknowledgments:

Employee Signature

Date

Education and Workforce Manager's Signature Date

This position description is not intended to be an all-inclusive list of all duties, responsibilities, or qualifications associated with this position.

Date Revised: 1/16/18