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FULL TIME POSITION:

DIRECTOR, NEW YORK ALLIANCE FOR CAREERS IN HEALTHCARE (NYACH) WORKFORCE DEVELOPMENT

Agency Description:

The New York City Department of Small Business Services (SBS) helps unlock economic potential and create economic security for all New Yorkers by connecting New Yorkers to good jobs, creating stronger businesses, and building a fairer economy in neighborhoods across the five boroughs.

New York Alliance for Careers in Healthcare (NYACH)

NYACH is an Industry Partnership, bringing together disparate entities of the workforce development system in order to address the healthcare industry's rapidly changing labor force needs. NYACH is a public-private partnership between SBS, and the Workforce Funders, and JPMorgan Chase Foundation.

NYACH's mission is to build an effective healthcare workforce development system in NYC by identifying healthcare employers' needs; helping education and training organizations adapt their approach to better meet those needs; and ensuring low income and unemployed New Yorkers have access to viable career opportunities in healthcare.

NYACH's Partners Council consists of trade associations and industry groups representing the major subsectors of healthcare, the 1199SEIU Training and Employment Funds, and the City University of New York (CUNY). NYACH works with its Partners Council, healthcare institutions, industry groups, City government agencies, education institutions, funders, and community based organizations to support the Partners Common Agenda:

1. Ensure that training and education meets the healthcare industry's needs
2. Support access to career opportunities and advancement for in-demand occupations for low-income and unemployed individuals
3. Develop multi-stakeholder partnerships and coordination across the healthcare workforce system
4. Serve as a platform to inform educational programming, policy, and advocacy

Job Description:

NYACH seeks a Director who will report directly to NYACH's Executive Director. In this role, the Director will:

- (1) support the Executive Director in developing sustainable program and policy solutions that do the following:
 - a. Enhance public post-secondary education to serve as a go-to source for healthcare workforce talent
 - b. Support healthcare employers in playing an integral role in the system of building and sustaining talent, across high and low wage occupations
 - c. Promote a greater diversity of New Yorkers to have access to employment in healthcare, ensuring that the healthcare workforce reflects the diversity of the patient population
- (2) engage industry partners to define challenges and identify opportunities to develop or enhance new workforce development approaches and education/training initiatives that meet the changing needs of the healthcare industry, particularly with New York State's Medicaid Redesign and delivery system transformation;
- (3) develop and support strategies that create a strong healthcare workforce pipeline, especially for in-demand occupations
- (4) promote strategies that improve job quality and career advancement for the City's frontline healthcare workforce

The ideal candidate has proven experience in the healthcare industry in building constituencies, in designing education and training programs, and a demonstrated passion for NYACH's mission.

Key job responsibilities include:

- work with industry partners to identify key workforce challenges, examine the "problem statements" behind them, and define approaches that could lead to system-wide improvements in workforce development
- Inform new curriculum development, program design, and the launch of new initiatives, including those that prepare individuals for new occupations, promote enhanced skills and competencies, and support job quality
- Execute a communications strategy that disseminates labor market intelligence, industry learnings, and best practices
- Stay up to date on healthcare delivery system trends and best practices in workforce development to inform NYACH's strategies
- Manage the partnerships of key stakeholders, including a diverse representation of industry leaders, employers, and educational institutions



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- Build the capacity of education and training providers to understand the industry's needs, build stackable career pathways, and mobilize key audiences and stakeholders
- Serve as a workforce expert and actively participate in high-level stakeholder meetings, serve on industry workgroups, and represent NYACH and its mission in public-facing events.

Preferred Skills

- At least 5 years of healthcare industry experience, with at least two years in a senior, external-facing role
- A strong understanding of healthcare reform at the Federal and State level
- Experience with healthcare workforce development and working with educational and training institutions
- Demonstrated project management experience; proven ability to execute complex projects with multiple stakeholders
- Experience in planning and managing programs from inception to completion
- Exceptional organization, communication and writing skills
- Outstanding analytical, strategic, and problem solving skills
- Ability to thrive in a high-performance environment; proven ability to work well under pressure and adapt quickly to change
- Integrity, credibility, and a demonstrated commitment to the NYACH mission
- Proficiency with Microsoft Office applications, including Excel, Access, Word and PowerPoint

Qualifications:

1. A baccalaureate degree from an accredited college and 5 years of full-time paid experience acquired within the last fifteen years, of advisory or administrative experience including handling of business promotion or economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning or;
 - a) A satisfactory equivalent combination of education or experience. However, all candidates must have 2 years of managerial or executive experience as described above. Appropriate graduate study in an accredited college may be substituted for the general experience on a year-to-year basis.

How to Apply:

To apply, **please email** your resume and cover letter including the following subject line: **NYACH Director** to: careers@sbs.nyc.gov and strager@sbs.nyc.gov

Internal candidates please email your resume and cover letter including the following subject line: **NYACH Director** to: HRHELP2@sbs.nyc.gov

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job ID: 345878

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for Job ID: 345878

Salary: Commensurate with experience

NOTE: Only those candidates under consideration will be contacted.

NYC residency is required within 90 days of appointment

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services
Human Resources Unit
110 William Street
New York, New York 10038