



Position Title: Senior Curriculum Development & Workforce Lead Trainer

Compensation: \$54,000 - \$60,000 (depending on experience)

Benefits: Medical, Dental, Vision (fully paid for employee and available 1st of the month following hire) 401k (available after 3-months), 10-paid holidays, winter break, professional development funds, telework stipend, wellness benefit

Employment Status: 1.0 FTE

Title of Manager: Workforce Development Director

Supervisee: None

Job Location: Oregon Residency Required

ORGANIZATION OVERVIEW

The Oregon Community Health Workers Association (ORCHWA) is a non-profit association dedicated to serving as a unified voice to amplify and advocate for and with community health workers across the state of Oregon. Our work and values are centered on social justice, promotion of community health and are rooted in anti-oppressive practices.

POSITION DESCRIPTION

The Sr. Curriculum Development & CHW Trainer is responsible for facilitating training, developing and updating curriculum for in person and virtual training, supporting education opportunities for the CHW workforce. This position plays a key role, with the Workforce Team, in promoting and advancing CHW workforce development across Oregon, using culturally responsive, strength-based, popular education methodologies.

The Curriculum Development & Workforce Lead Trainer will administer and review training evaluations for quality improvement of ORCHWA offered training. This position will support partners to successfully lead community-based training for CHWs in Oregon.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Co-lead ORCHWA's Education and Training Committee.
- Support development of CEU opportunities based on the CHW workforces needs.
- Convene CHW listening sessions to inform development of CEUs and cultural adaptation of training curriculum.
- Support Workforce Development Director in completing grant deliverables including, but not limited to preparing and reviewing reports.
- Incorporate Popular Education methodologies, adult learning, and/or other effective adult engaging approaches to share information, build leadership, create consensus, support empowerment of participants, and facilitate broad participation.
- Participate in all major ORCHWA events.

- Work along with the ORCHWA Workforce Development Team to expand the CHW workforce statewide providing ongoing technical assistance to organizations wanting to create or expand CHW training.
- Co-facilitate all ORCHWA hosted CHW Foundational training as the lead expert facilitator.
- Other related duties as assigned.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Minimum of 5 years as a community health worker (certified or non-certified).
- Minimum 3 years work experience as a lead trainer, training facilitator, or similar role
- Strong existing relationships with and practical knowledge about CHWs and CHW programs.
- Familiarity with promising practices in CHW interventions, and success balancing evidence-informed practice with practice-based evidence.
- Minimum of 1.5 years experience developing, maintaining, and/or updating curricula
- Success, experience, and comfort working and communicating cross-culturally.
- Ability to effectively analyze program goals and objectives to determine compliance or non-compliance and take appropriate action, identify program deficiencies or problems, and develop corrective action strategies to achieve goals.
- Strong oral and written communication.
- Strong organization skills.

PREFERRED EXPERIENCE

- 5+ years of experience developing, co-developing, and/or modifying CHW curricula.
- Experience facilitating adult learning.
- Applicable knowledge of Oregon Health Authority (OHA) CHW training requirements.
- Experience with process development and improvement.
- Advanced proficiency in Zoom and/or other technology applications that support online training.
- Ability to effectively manage competing priorities and stay attuned to the needs of various stakeholders.
- Experience with quality improvement, reporting and evaluation.
- Bi-lingual/multilingual is a plus (English/any other language)

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear, regularly to use hands/fingers, handle or feel objects. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close and distance vision, and the ability to adjust focus.

TO APPLY

Please submit your resume and a cover letter to hr@orchwa.org Please include “**Senior Curriculum Development & Workforce Lead Trainer**” in the subject line. Position is open until filled.

ORCHWA is an Equal Opportunity Employer. The equal employment opportunity policy of ORCHWA provides fair and equal opportunities for all applicants in compliance with federal, state, and local law. ORCHWA hires and promotes individuals solely on their qualifications for the job to be filled.