



CHARTER SCHOOL

YouthBuild Philadelphia Charter School
1231 N. Broad St., 3rd Floor
Philadelphia PA 19122
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Job Title: Healthcare Coordinator

Full-Time - 10 Month Instructional Contract

Reports To: Director of Workforce Development

Supervisory Responsibilities: No

YouthBuild Philadelphia Charter School

Location: [Philadelphia, Pennsylvania](#)

Mission

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, support, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

Vision

YouthBuild Philadelphia Charter School provides an outstanding alternative education that activates the capacity of all students to learn, achieve, and grow. YBPCS will be recognized as a model of authentic experiential learning, not only among programs serving out-of-school youth but also among all high-achieving schools and youth programs in the country.

High expectations, a nurturing climate, personalized culture, and rigorous real-world learning experiences ensures that graduates are poised for life-long learning and career advancement. It is our vision that YouthBuild graduates will emerge as highly accomplished, self-sufficient, self-aware, and socially conscious citizens. Graduates will be energized about their futures and build support networks for their personal, social, and emotional health and well-being.

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YouthBuild Philadelphia Charter School will maximize its capacity to engage each student's passion, tap into his or her individual potential, and provide him or her with real opportunities for personal and professional transformation.

Values

YBPCS' values are deeply held and come from a love of humanity and a perspective that views each student as a community asset. The program's three core values - **respect, excellence, and perseverance** – are reinforced through all aspects of the program.

Impact Statement

Young people in Philadelphia who are disconnected will build skills and access resources and opportunities to achieve *economic stability* and *personal development*, and become *critically conscious* leaders within their communities.

Job Summary: YouthBuild Philadelphia offers several skilled labor workforce development training options for students. The Healthcare Coordinator is expected to provide high-level healthcare expertise to students that are interested in entering the healthcare field. Under the leadership of the Healthcare Coordinator, students will have Home Health Aide training including clinical training in a laboratory setting preparing students to pass the Home Health Aide Certification.

Responsibilities and Duties:

Skill Development

- Provide high quality and engaging Home Health Aide instruction to all types of learners.
- Teach the physical and emotional needs of a client.
- Teach mental health, first aid, recognition, and handling of emergency situations
- Teach fundamental skills and technical skills to increase students' likelihood of passing and receiving Home Health Aide credentials.
- Promotes a positive, professional, and desirable atmosphere within the classroom setting to ensure maximum student motivation.
- Mentor and motivate students regarding behavior, training, problem-solving, and/or study habits.
- Incorporate lessons learned from professional development and coaching around literacy strategies into unit plans.
- Consistently reinforce employability skills, professional communication skills, including personal responsibility and computer fluency skills.
- Support students with reflecting on community service as a significant component of the workforce development experience, thereby strengthening students' critical consciousness.
- Meet weekly with students to assess and address their skill development in

- professional skills and report on this to the Director, Workforce Development
- Collaborate with the Career Partnerships & Postsecondary Initiatives Department to help inform the need for specific internship opportunities for current students and pipeline for employment and continued education/training upon graduation.

Student Support

- Ensure that classrooms are designed in a way that models restorative practices including elements like circling up at the start and end of each day
- Develop and maintain attendance tracking and accountability systems which will include leadership development of student managers
- Participate in the school's mentoring program, student, and staff Mental Toughness.
- Demonstrate an awareness of and respect for various social identities
- Oversee monitoring of students' time and grades on the construction site
- Adhere to all student behavior plans and IEP plans
- Collaborate with Specialized Services, Student Life, and Student Success Management to ensure that students are receiving high levels of support from Youthbuild staff during their workforce rotation.

Healthcare Operations

- Provide oversight for students in internship/job shadowing experiences, coaching, and making sure students are demonstrating proper protocols and professionalism.
- Interface with partners and solicit feedback to improve programming.
- Coordinate program recruitment and marketing materials to help promote the program.
- Organize the screening and selection process for prospective students each year to participate in the healthcare program by securing appropriate criminal background clearances and ensuring that applicants receive physical examinations.
- Complete reports, including monthly reports, accident and incident reports, student attendance and grades, progress reports/evaluations, and requisitions.
- Maintain responsibility for material needs of training and equipment.
- Pre-plan for projects including providing, in a timely manner, expenses, and plans for student involvement (including travel if necessary)
- Collaborate and create service responsibilities for an AmeriCorps member assigned to support the healthcare program

Qualifications:

YouthBuild requires the following qualifications for this position:

- Bachelor's degree
- At least three years of professional healthcare-related experience required
- Experience managing people and or youth development.
- Strong interpersonal, communication, organizational and leadership skills
- Ability to adapt and flex in a quick-paced environment

Priority consideration will be extended to candidates that can demonstrate experience in teaching and/or workforce development sectors with young adults.

Physical Requirements

For teaching and demonstration purposes only, all candidates should be able to:

- Stand for long periods of time
- Ability to lift up to 50 pounds
- Reaching, stretching and extending arms in the course of duties
- Engage in repetitive movements

Common Competencies

- Mission-driven to work with YB's student body
- Intermediate to advanced Microsoft Office skills
- Advanced Google Suite skills
- Demonstrated commitment to social justice
- Demonstrated values that align to restorative practices
- Willingness to prioritize data collection, analysis, and sharing
- Willingness to reflect on impact data and incorporate that information into routine decision-making
- Leadership, Management and Supervision Experience, Passion, and Ability

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at careers@youthbuildphilly.org with the subject line "Healthcare Coordinator".

Note: If selected, you will be required to reproduce the following items on the first day of employment.

- *FBI - Criminal History Report*
- *PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)*
- *PA Child Abuse History Clearance*
- *TB Test Results*
- *Act 24 - Arrest Conviction Form*
- *NSOPW - National Sex Offender Clearance*

The HR Department will provide the selected candidate with additional details regarding clearances and other job requirements.

This job description in no way states or implies that these are the only duties to be performed by this employee..

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.

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