October 14, 2013

Position Announcement

AHEC COMMUNITY HEALTH OUTREACH PROGRAM COORDINATOR
Area Health Education Center (AHEC) System Program Office
UW School of Medicine and Public Health

Position Summary
This position provides program development and professional support to the statewide Area Health Education Center (AHEC) program and other grants administered through the Area Health Education Centers (AHEC) Program Office at the UW School of Medicine and Public Health. The position is involved in all aspects of AHEC programming, but is focused particularly on the AHEC Community Health Intern Program, other community health programming and information services for health professions students and professionals statewide. The position reports to Nancy Sugden, Assistant Dean, Academic Affairs and Director of the Area Health Education Centers Program at the UWSMPH.

Work Setting
The Community Health Outreach Coordinator will be based at the AHEC Program Office in Madison, with offices in the Health Sciences Learning Center. Travel is required, both in-state (up to several times per month) and national (once or twice per year).

Qualifications
The incumbent must have a bachelor’s degree (master’s or other advanced degree preferred) and several years of experience in a health care field, community or public health, health policy and planning, health administration or health education. A degree in public administration, library science, information management, social science or another field is also acceptable if accompanied by appropriate work experience in a health-related field, health outreach or community service programs.

Knowledge of health care and public health policy issues, underserved populations and health disparities issues, health care systems and health professions education programs is essential. The candidate should be familiar with federal programs such as the National Health Service Corps, Migrant and Community Health Centers, Indian Health Service and Area Health Education Centers.

Excellent communication and interpersonal skills are required, including experience developing, coordinating and implementing programs with local, state and federal organizations and skills in developing communication and collaborative relationships among diverse groups. Familiarity with distance education technology and web-based information services is required.

To Apply:
Send letter of application and resume or CV to
Nancy Sugden
Assistant Dean, Academic Affairs, UWSMPH
Director, Wisconsin AHEC Program
750 Highland Ave. / 4251 HS LC
Madison, WI 53705

To guarantee consideration, materials must be received no later than November 8, 2013.
For official UW-Madison Academic Personnel Office position vacancy listing, see PVL# 77879 at http://www.ohr.wisc.edu/apo/employment/
Responsibilities: AHEC Community Health Outreach Programs Coordinator

Community Health Intern Program Coordinator (50%)
In collaboration with the Program Director, the seven regional AHEC offices, local health departments and participating community agencies, coordinate all aspects of AHEC Community Health Internship Program (eight-week summer experiences for college students in local health departments), including
• Development of intern placement sites
• Student application and selection process
• Coordination with the Milwaukee AHEC intern program application process
• Intern appointment and payroll process
• Intern orientation
• Core curriculum development and delivery

Community Outreach Library Services (25%)
The AHEC Community Health Programs Coordinator is responsible for all aspects of InformedCaring.org. Informed Caring is a portal for Wisconsin health professionals maintained by Wisconsin AHEC Statewide Program office. This site was designed to serve those working in local health departments, federally qualified community health centers, and others providing health services in rural and underserved communities in Wisconsin – particularly those without access to academic or hospital libraries.
• Update and maintain InformedCaring.org
• Evaluate websites and links to include on InformedCaring.org
• Build and maintain partnerships; promote, provide outreach, and dissemination – statewide and within UWSMPH
• Assess and evaluate usage
• Use emerging technologies to improve InformedCaring.org
• Provide reference, research assistance, and document delivery

Other Student Programs, Student Services and Program Administration (10%)
• Assist with development and implementation of other statewide projects and programs, including the Wisconsin Express program (a cultural immersion experience for health professions students), interdisciplinary training opportunities for health professionals and students, and other activities sponsored through the statewide program office to serve the regional AHEC centers, health professions training programs and partner organizations around the state.
• Collaborate with UWSMPH student service learning coordinator on implementation of local service learning programs, and with the managers of the WARM, TRIUMPH and RUSCH programs on programs of mutual interest.
• Provide planning and coordination for National Health Service Corp (NHSC) Community Core Day
• Assist with quarterly meetings of the Statewide AHEC Board, and other AHEC System committees, task forces and work groups (including scheduling meetings, preparing background materials, agendas, meeting notices, minutes and reports).
• Assist with planning and implementation of other AHEC conferences and workshops.
• Participate in regular meetings within UWSMPH Academic Affairs.

Other Community Outreach Programs (10%)
Statewide Program Office involvement in community outreach programs varies according to active grants. Activities may include
• Development of Community Health Worker programs
  • Provide support and resources to CHW statewide programs
  • Participate in Wisconsin CHW Alliance meetings and workgroup
  • Maintain CHW listserv
  • Other duties as appropriate
• Maintaining the website for the Wisconsin Coalition for Linguistic Access to Healthcare (WCLAH), a previous statewide group working to improve health care for persons with limited English skills, and supporting development of healthcare interpreter training programs.

Technical assistance and consultation to regional AHECs and community organizations developing health-related projects (5%)
• Provide support and resources such as grant writing, learning opportunities, partnership opportunities, and student volunteer opportunities
• Other duties as appropriate
Salary & benefits
Salary will be determined based on qualifications and experience. Minimum $41,750. This is a UW-Madison Academic Staff appointment (title series: Outreach Specialist, Senior Outreach Specialist) with full state employee benefits. This is posted as a full-time position with full state employee benefits. However, applicants for less than full-time employment will be considered.

Background on the AHEC Program
AHEC is a health professions education and outreach program funded by federal grant and direct appropriation from the state legislature. It is part of a nationwide network of programs for improving accessibility and quality of primary health care. The national program was designed to encourage universities and educators to look beyond their institutions to partnerships that meet community health needs, working toward the goal of decentralizing health professions training and linking communities with academic health centers in partnerships to promote cooperative solutions to local health problems.

The Wisconsin AHEC System works to improve the supply, distribution, diversity and quality of health care professionals in Wisconsin. The System is comprised of seven regional Centers (located in Manitowoc, Milwaukee, Madison, Cashton, Wausau, Superior and Marinette), and a statewide program office located at the UW School of Medicine and Public Health in Madison. Program areas include the following:

- Enhancing the learning experience for all health professions students at community-based sites, with an emphasis on interdisciplinary programs, developing cultural competence, and technology support;
- Supporting health careers recruitment programs in underserved rural and urban areas, to assist high school and college students from underrepresented populations prepare for entry into health professions schools;
- Supporting faculty mentors and preceptors at community-based training sites with continuing education, technology support and other services to enhance the practice environment and maximize the ability of health professionals in underserved communities to provide high quality health care; and
- Partnering with local organizations in a variety of outreach activities to improve the health of the community.

In addition to developing programs to meet the requirements of the AHEC and other federal grants, AHEC also provides assistance for a variety of other UWSMPH programs with related missions: the WARM (Wisconsin Academy of Rural Medicine) program developing clinical training tracks for medical students in rural areas, the TRIUMPH (Training in Urban Medicine and Public Health) program in Milwaukee for medical students committed to providing health care for urban populations and to reducing health disparities, the RUSCH (Rural and Urban Scholars in Community Health) program for pre-med students at several UW System undergraduate campuses, the Wisconsin Office of Rural Health (WORH) and the Institute for Clinical and Translational Research (UW-ICTR).

Wisconsin AHEC is affiliated with a variety of other statewide agencies and organizations interested in health workforce development, data gathering and analysis, including the Wisconsin Healthcare Workforce Data Collaborative (WHWDC).

For additional information see the AHEC website: www.ahec.wisc.edu