**Position Summary:**

The FTE Program Specialist for the *Health Workers Working Healthy Program* is the staff person responsible for providing curriculum support and website and safety center support for the Training Fund’s health and safety initiative. This will entail helping to conduct health and safety needs assessments, developing training materials and curriculum, tracking and reporting ongoing health and safety training of frontline healthcare workers at employer sites and at the Breslin Learning Center. The position reports to the Employer & Career Services Director


**Essential Functions and Responsibilities:**

* Assist the Program Coordinator of the *Health Workers Working Healthy Program*
* Implement needs and impact assessment survey tools with our students, union members and employer managers to assess program success and needs
* Maintain multiple datasets and track program goals on MS Excel and agency’s database
* Assist in the outreach and recruitment campaign with District 1199C members and employers
* Assist in arranging trainer teaching schedules and trainee classes
* Help to conduct evaluation activities and analyze the evaluation results
* Assist in preparation of written reports as needed
* Meet and report as required with the Program Coordinator and Director of Employer & Career Services
* Assist with the development and planning of the Health and Safety Conference
* Perform other duties as assigned

**Leadership Competencies Required:**

Champions mission of the *Healthy Workers Working Healthy* Program; commits to service excellence; accountable for results; communicates effectively: values diversity; develops and motivates trainees; provides leadership; demonstrates self awareness and openness to growth; thinks and acts strategically; manages resources to drive quality.

**Qualifications:**

* Bachelor’s degree or equivalent in public health or related field
* Excellent Microsoft Office skills, particularly MS Excel and PowerPoint
* Background in workplace safety and health; understanding of workers’ rights under OSHA
* Experience in program needs assessment, evaluation and grant funded contracts preferred
* Excellent communication, presentation, documentation, organizational and computer skills
* Experience in working within a union environment preferred
* Available to work early morning and evening hours as needed

**Application Deadline: March 15, 2019 Send Resume: JKeller@1199ctraining.org**