



Position Title: Healthcare Sector Manager

Classification: Exempt

Reporting Relationship: Reports to the Executive Director

Position Purpose: The Healthcare Sector Manager plays a critical role in supporting and coordinating workforce development efforts in the healthcare sector. The position is responsible for identifying workforce needs, developing strategic initiatives, and supporting area employers in retaining and recruiting diverse staff necessary to meet area needs in Willamette Workforce Partnership's four county region – Linn, Marion, Polk, and Yamhill. The Sector Manager thinks strategically and has a deep understanding of both the healthcare & behavioral health industry, workforce development principles, and partnership-building strategies.

Scope and Limits of Authority: Works closely with healthcare & behavioral health practitioners, employers, educational institutions, government agencies, and other stakeholders to expand healthcare business outreach. This is a non-supervisory position.

WWP is searching for a Healthcare Sector Manager who:

- Enthusiastically embraces WWP's vision, mission and strategies
- Understands the region in which we work, and the population health needs of the area
- Thrives in a dynamic, creative and collaborative team environment
- Is resilient and adapts well to change
- Is a self-starter who takes initiative
- Works independently and takes direction when needed
- Manages and prioritizes time wisely
- Pays attention to detail and accuracy
- Is an excellent communicator
- Excels at presenting to large groups

Position Requirements:

1. Collaborate with healthcare employers, industry associations, and workforce partners to identify current and future workforce needs and trends, leveraging various trade sector data sets.
2. Coordinate and facilitate meetings, focus groups, and advisory committees to engage stakeholders in workforce planning and decision-making processes.
3. Develop and implement collaborative strategic initiatives to address workforce gaps, improve recruitment and retention of a diverse workforce, and enhance skill development within the healthcare sector to meet population health trends & needs.
4. Represent Willamette Workforce Partnership in meetings, lectures, seminars, and presentations related to the Healthcare Sector.

5. Provide support to a wide variety of healthcare employers in implementing best practices for workforce development, including apprenticeship programs, on-the-job training, and career pathways.
6. Work closely with educational institutions to align curriculum and training programs with industry needs and standards.
7. Monitor and evaluate the effectiveness of workforce development initiatives, collecting and analyzing data to measure outcomes and impact.
8. Identify funding opportunities and assist in developing grant proposals to support workforce development initiatives.
9. Stay informed about relevant regulations, policies, and funding sources related to workforce development and healthcare.
10. Possess a strong understanding of the healthcare industry including workforce trends, regulatory requirements, and emerging technologies.
11. Practice excellent project management with the ability to plan, organize, and prioritize multiple tasks and initiatives.
12. Other duties as assigned.

Required Experience:

1. At least five years of experience in healthcare service management with a focus on underserved populations (preferred) and at least 2 years' experience in program management.

Education Requirements:

1. Bachelor's degree in a health-related field, healthcare certification, healthcare administration, public health or related field.
2. Any combination of experience and training or education (10 years total) which provides the knowledge and skills to perform the job.