



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 9/14/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director, Institute for Education in Healthcare (IEH)
Status: Full-time, Calendar year position, 35 hours per Week
Grade: 15
Union: NUNC (non-union/non-classified)
Reports To: Faculty Director of IEH/Assistant Professor, School of Management

PRIMARY PURPOSE:

The Director of the Institute for Education in Healthcare (IEH) is responsible for planning, establishing, directing, and managing the IEH. The Director assesses needs of health care and community organizations, and communities and establishes partnerships with internal stakeholders and healthcare organizations. The position facilitates the efforts of collaborative partners to further education, best and evidence-based practices in healthcare. It supports efforts to secure public and private foundation funding and pursue grant opportunities for the support and expansion of the Institute. In all, the Director coordinates and provides oversight for planning, training and evaluation of competency-based professional development for IEH Consumer organizations.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Work under the administrative direction of the IEH Faculty Director/ Assistant Professor, School of Management.
 - Assess the assets at RIC and facilitate collaborative initiatives among faculty to develop educational offerings in healthcare.
 - Expand internal partnerships through augmented collaboration (social work, nursing, mental health, medical, education, etc.).
 - Work closely with healthcare organizations, school systems, other academic institutions, governmental departments (Labor and Training, Health and Human Service), and other healthcare industry partners to develop education and training programs for the healthcare workforce.
 - Plan, direct and implement educational programs/training in healthcare.
 - Respond to and participate in new grant/healthcare initiatives; provide oversight as required; coordinate training and development efforts; monitor programmatic outcomes.
 - Provide oversight to IEH partner and consumer organizations.
 - Serve as a member of the IEH Steering Council and support the work of the council.
 - Work with Steering Council to translate the needs of healthcare organizations into educational programs.
 - Assure the collection, analysis, publication and use of aggregate data in the development, implementation and evaluation of IEH-related training, programs, and development.
 - Participate on statewide task forces and committees to impact and/or develop public healthcare policy and professional development.
 - Secure public and/or private foundation funding for the expansion and refinement of Institute activities, including grant writing and monitoring of grants.
-

- Work with RIC faculty, external teams, and workgroups to design, develop, and implement educational programs including: outreach/certificate programs, academic courses, seminars/conferences, customized training for healthcare organizations

Occasional Job Functions:

Perform such other duties as may be assigned by Faculty Director of IEH/Assistant Professor, School of Management.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree in health-related field.

Experience:

- A minimum of five years of experience in a responsible administrative position in staff development, training or education program and at least three years of experience in a healthcare-social service delivery field.
- Experience managing projects, facilitating collaborative relationships, building partnerships among community organizations, and academic institutions.

Skills, Knowledge, and Abilities:

- Thorough knowledge of the methods, procedures, and techniques of directing a professional development and training program.
- Thorough knowledge of healthcare policy, regulations, and practices, funding sources and funding streams.
- Familiarity and experience with grant writing and fund raising.
- Awareness and knowledge of the broader healthcare community and ability to build and sustain relationships with community partners.

PREFERRED:

- Ph.D. in a health-related field.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.
