

IDAHO PRIMARY CARE ASSOCIATION

Position: SEARCH Program Specialist
Reports To: Director of Workforce Development/SEARCH
Hours: 0.50 FTE
FSLA Status: Exempt
Date: July 2010

General Statement:

Idaho Primary Care Association (IPCA) is a not-for-profit membership organization serving Community and Migrant Health Centers (CHCs) and other organizations, which have a specific mission to provide or support the provision of comprehensive primary health care to underserved people and communities in Idaho.

The SEARCH Program Specialist provides administrative assistance to the Director of Workforce Development/SEARCH in support of the Idaho SEARCH (Student/Resident Experiences and Rotations in Community Health) Program and other IPCA workforce development activities.

Primary Duties and Responsibilities:

1. Provide administrative assistance to the Director of Workforce Development/SEARCH, including but not limited to, taking minutes at monthly Workforce Development Committee meetings and quarterly SEARCH Program Advisory Committee meetings.
2. Set up and maintain virtual and hardcopy files of SEARCH program applicants and participating sites.
3. Enter participant and site data and maintain all program databases (students, sites, etc.)
4. Collect required program documents from participants prior to rotation.
5. Assemble and send welcome letters and participant packets to approved applicants.
6. Order and mail participant and site stipend checks.
7. Send participant tracking letters annually to past participants.
8. Order SEARCH program and marketing materials from vendors and the National Health Service Corps as needed.
9. Assist with SEARCH program evaluation and report preparation.
10. Travel in- and out-of-state occasionally in support of the Director of Workforce Development/SEARCH.
11. Assume other responsibilities as assigned by the Director of Workforce Development/SEARCH, the Executive Director, and in collaboration with, other IPCA program directors.

Qualifications:

1. Demonstrable experience in general office procedures and equipment.
2. Excellent computer skills, including word-processing, spreadsheets, electronic mail, and relational databases, preferable MS Access.
3. Professional telephone manner.
4. Excellent oral and written communication skills preferred.
5. Ability to manage and prioritize multiple tasks.
6. Ability to work as a team member and work effectively with diverse people.
7. Attentive to detail for error-free results.
8. Must be flexible and able to handle confidential items with complete discretion.
9. Valid Idaho driver's license, auto insurance and reliable transportation.