



TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

Healthcare Education Coach

Grant Funded (expires June 2026)

PAY – \$35.00 per hour

JOB TYPE – Part-time (see below for details)

DEADLINE – Open until filled

LOCATION - Ontario, Oregon

REPORTS TO – Executive Director of
Nursing & Allied Health

This is a part-time, grant-funded position, working 10-15 hours per week. The successful candidate will be responsible for providing support to individuals enrolled in healthcare sciences at Treasure Valley Community College (TVCC). Responsibilities will include but not be limited to assisting prospective students in identifying their educational goals to achieve success in one of TVCC's healthcare education programs. TVCC's Healthcare Education programs include nursing assistant, nursing, emergency medical technician, medical assisting, paramedicine, and medical office.

MINIMUM QUALIFICATIONS

Associates degree or related healthcare certification. Experience with student engagement, mentoring, and/or civic/public and community involvement. Proficient knowledge of the educational requirements necessary for students to successfully complete their chosen healthcare education choice. Proficient use of computer software such as Microsoft 365, Zoom, Canvas, and Excel. Willing to work a flexible schedule that may occasionally include evening or weekend hours. Bilingual in English/Spanish is desirable.

ESSENTIAL FUNCTIONS

- Assist in teaching and supporting the HEA 101 class.
- Responsible for weekly monitoring of the students enrolled in the above-mentioned programs and identifying any means by which tutoring, mentoring, or financial assistance may ensure the success of the student in the healthcare education program.
- Collaborate with the Healthcare Education Navigator in planning necessary referrals to resources available at TVCC to assist students in the program.
- Responsible for attending local and state-based conferences and events.
- Track and document student progress and encounters that require student coaching.

- Work in coordination with the Healthcare Education Navigator to plan and execute student outreach and engagement efforts using resources such as Canvas, Zoom, Teams, SharePoint, etc. to provide and track student focused support.
- Update Healthcare Education Navigator with any student issues or concerns.
- Gather and maintain student progress information in spreadsheets using Excel.
- Coordinate student support services offered through the grant.

This announcement covers the most significant duties performed by the position, but does not include other work, which may be similar, related to, or a logical assignment for the position.

TERMS OF EMPLOYMENT

This is a part-time, grant-funded position (through June 2026), working 10-15 hours per week at the rate of \$35.00 per hour.

VETERANS PREFERENCE

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.