



# Job Posting

**POSTING DATE:**  
**Thursday, August 6, 2015**

**CLOSING DATE:**  
**Open until positions are filled**

## **4538 - 4541TEF**

**Senior Manager- Workforce Development – Non-Bargaining  
Delivery System Reform Incentive Program Department  
Long Term Temporary – 330 Location  
4 Positions**

### **Responsibilities**

- Working for a not for profit labor-management training fund and industry partnership, this position serves as the lead consultant for workforce development strategy in large/complex health care delivery system. Serves as primary liaison and consultant to Performing Provider System (PPS) at executive and network level. Leading and supports collaborative work together with PPS and their designees to identify joint workforce development strategy, including workforce planning and analytics, development of workforce strategy to support delivery system redesign, design and coordination of training plans, curricula development and evaluation, increased capacity to carry-out collaborative work, and assistance to project teams to carry out strategies to achieve Delivery System Redesign Incentive Payment (DSRIP) program goals
- Lead consultant at Performing Provider System (PPS): Partners with Performing Provider System (PPS) and designees; develop relationship with PPS primary liaison and support workforce committee(s) work to create system change;
- Lead workforce development consultant on development of workforce strategy that cuts across multiple healthcare sectors (including hospitals, nursing homes, home care and community based organizations), union(s), and other PPS partners
- Provides consulting support on strategic priorities, including workforce planning, system-wide training plans, strategic workforce transitions to support new delivery system
- Partnering with all levels of project leaders (including “C-Suite), physicians, clinical leaders, technical staff, union staff (including executive officers), community-based organizations, workers and supervisors; Coordinate PPS system-wide initiatives in collaboration with PPS and their designee(s)
- Provides lead support addressing complex and/or sensitive issues
- Support PPS through workforce analytics, including current state assessment, planning for future state, gap analysis and development of workforce strategy to support transition; Documents new skill needs, skill gaps, designs occupational competency mapping strategies and conducts competency mapping
- Write and manage development of curriculum; Research, evaluate training and education programs to identify best practice instruction models; Works with higher education institutions (including Deans) to partner and support development of training clearinghouse and align programs to industry needs;
- Develops and assists PPS with lay-off aversion and redeployment strategies
- Supervising, coaching, mentoring and developing lower level workforce staff, including but not limited to Workforce Development Managers, Field Coordinators, and Assistant Program Specialists
- Identify other PPS client needs and resources, internal and external to TEF, to support those needs; Create the strategy, work plan and gather resources needed for interventions
- Direct and manage Training Plan implementation for thousands of workers and job seekers and to meet the workforce; Create strategies for hard to fill vacancies; provide knowledge, skill and ability assessment to support PPS and job seekers/workers
- Direct training and curricula development and implementation within and across PPS; Manage and partner with TEF and other resources to oversee lay-off aversion and redeployment strategies
- Manage resources, including budget and finance monitoring and reporting, and use of partner resources and internal TEF resources (Labor management initiative, Employment Center, Job Security Fund, Home Care Education, and Training and Upgrading, other), to accomplish DSRIP goals
- Document progress and results of projects through case studies, reports to Directors, reports to PPS, Senior sponsors, project management and other creative methods
- Manage quarterly workforce reports to PPS, using DOH guidelines,, based on specified mandatory metrics
- Coordinate with PPS executive leadership to collect, analyze and interpret data that support project/system’s goals;
- Direct continuous improvement process for training, education and all workforce development strategies
- Collaborate with union/management executive leadership to collect, analyze and interpret data as defined by DSRIP guidance and additional data support project/system’s goal
- Keep sponsors/clients up to date on trends and best practices
- Maintain the confidentiality required of the organization and the department
- Perform additional duties and projects as assigned by management

### **Qualifications**

- Master’s Degree in Labor Relations, Organizational Development, Education, Health or other relevant fields; or equivalent years of experience
- Minimum ten (10) years in training, consulting, workforce development, or other related experience in professional and/or skill development in healthcare
- Experience in curricula development, leading a curricula design process, and curricula design principles and processes for adult learners.
- Experience in higher education program design and/or training and education program evaluation against adult learning outcome metrics
- Extensive experience aligning workforce training and education to operational needs
- Experience in healthcare team development preferred.
- Working knowledge in joint labor management settings and extensive knowledge of workforce development
- Must have demonstrated experience in complex mediation and facilitation
- Excellent analytical and project management skills; able to scan political terrain and identify areas of improvement
- Ability to gain confidence of clients and external organizational leadership at executive level. Understand varied interests and pressures of executives
- Strong understanding of interest based approaches to engagement and project leadership; able to mediate simple conflicts between parties at departmental level

- Excellent skills in organizational relational dynamics specifically as it relates to organizational design, workforce relationships; able to decipher issues, underlying concerns and assist in moving towards desired change
- Understands and is able to “translate” healthcare financing and impact on a system to multiple levels of both union, community and management; ability to navigate complicated terrain in health delivery system with union, non union and multiple union employers
- Able to manage multiple priorities and meet tight deadlines
- Demonstrated leadership skills in the education or training field; effectively able to influence, motivate and lead clients at executive level, represent TEF in interaction with industry leaders, outside organizations
- Excellent written and verbal communication skills; strong active listening, good self awareness, recognizing impact on others and ability to manage boundaries
- Ability to travel to various locations in the New York City and Upstate NY area
- Available to work flexible hours including evenings and weekends as needed
- Must meet performance standards including attendance and punctuality

**To Apply:** Please visit the [Intranet](#) and click on the “Jobs” page from your workstation or the Human Resources Department, located on the 20<sup>th</sup> floor. Employees at offsite locations should apply via the [Intranet](#) or contact HR directly at (646) 473-6225 for submission of application and resume via fax or email.

**Note:** Applicants must apply for each posting number separately and by 5:00 PM on closing date.