

## Connecticut Hospital Association

### JOB DESCRIPTION

**JOB TITLE:** Director, Workforce Policy and Initiatives

**REPORTS TO:** Paul Kidwell, Senior VP, Policy

**POSITION PROFILE:** CHA is seeking an individual to work with the Senior Vice President, Policy on broad and diverse activities in support of our workforce policy, initiatives, and strategies. The position includes work on a broad range of workforce policy issues, including workforce development and recruitment, retention and resiliency, physical and psychological safety, and the intersection of clinical practice and operations. The job will include engaging with hospital and health system members of the association, state agencies, community partners, and other stakeholders to support the organization's workforce policy objectives.

#### **DESCRIPTION OF RESPONSIBILITIES:**

1. Ensure the development of a highly skilled workforce of the future, prepared for evolving roles, in a supportive and safe workplace; identify opportunities to increase the workforce pipeline and healthcare career pathways
2. Coordinate statewide policy work and respond to overlapping issues that occur between clinical practice and operational processes. For example, statewide vaccination policy, masking, visitation protocols
3. Advocate with the Office of Workforce Strategy and other state agencies to obtain and implement state-funded workforce investment programs. Serve as CHA representative to external stakeholders on workforce issues. Focus on high school readiness for careers in healthcare
4. Collaborate with community programs and the state university system to increase the education pipeline including additional faculty, recruitment of students, expanded career ladder programs, and additional clinical placement opportunities
5. Support CHA's advocacy team with requests related to workforce initiatives. Support efforts to examine laws, regulations, and processes; recommend improvements related to interstate licensing compacts, potential licensing barriers, staffing ratio requirements, funding, etc.
6. Support hospital and health system recruitment and retention activities; assist healthcare providers and support development options of programs to provide career growth pathways, mentorship and career counseling, and diversity, equity, and inclusion (DE&I) policies and programs
7. Collaborate with education team to evaluate member needs and help develop educational programs
8. Support CHA's initiatives on workplace safety (physical and psychological) and prevention of workplace violence, including statewide work on the exchange of best practices, reinforcing our statewide code of conduct, updating state law to enhance protections for the healthcare workforce, and supporting psychological safety strategies
9. Support development and collection of key workforce metrics (e.g., time-to-hire, turnover rate, vacancy rate, types/impact of incentive utilized, etc.). Develop communications to outline objectives, reinforce engagement, and share progress with targeted stakeholders
10. Support related CHA meeting groups and governance groups

**REQUIREMENTS:**

1. Master of Public Health, Master of Business Administration, or related discipline required; combination of clinical background and administrative management preferred
2. Minimum of 5-7 years experience working in a hospital or health system on workforce issues; exposure to healthcare education, recruitment, or related human resources responsibilities desired
3. Eagerness and flexibility to test new ideas and build consensus for implementations with internal and external stakeholders. Includes the ability to listen to, absorb, synthesize, and act on feedback to advance organization strategies
4. Well-developed verbal and written communication skills are essential, including both a creative orientation, and precise usage/grammar skills, in developing and editing written materials
5. Approachable, open to feedback and mentoring, willing to engage with diverse personalities and stakeholders, internal colleagues, and members, capable of meticulous attention to detail, critical thinking skills, and intellectual curiosity
6. Ability to work in a team-oriented, collaborative, iterative, and process-oriented environment, and establish effective interpersonal relationships

EOE

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