



LONG-TERM CARE FOUNDATION OF WASHINGTON STATE
JOB POSTING

The Long-Term Care Foundation of Washington State invites applications for the position of:

Workforce Development Specialist

SALARY: \$60,000 to \$68,000 per year

OPENING DATE: September 9, 2024 until filled. Application review begins September 16, 2024.

OFFICE LOCATION: Remote within Washington State

The mission of The Long-Term Care Foundation of Washington State is to improve and develop access to high-quality long-term care services through public awareness, community connections, and a well-supported long-term care workforce.

We are looking for someone who is passionate, purposeful, and collaborative to join our growing team as our Workforce Development Specialist. This is a permanent, full-time position offering flexible scheduling and the opportunity to work remotely. Health insurance premium support and retirement benefits are included.

Reporting to the Director, Workforce Development, the Workforce Development Specialist serves as an HR resource for adult family homes in Washington State and plays a key role in developing human resource best practice guidance, providing HR support and guidance to adult family home providers, and administering a training network to provide financial support for tuition and personnel costs to complete the required training for new long-term care workers.

ESSENTIAL JOB FUNCTIONS

- Assist in the development and distribution of human resource **best practice guidance** to adult family home providers in print and online for training, workforce development, and other services, including drafting position descriptions, navigating job posting sites, reviewing and screening applications, setting and conducting interviews, conducting reference checks, and implementing effective processes for performance management, measurement, and retention.
- Serve as a **HR resource** for adult family home providers seeking HR support and guidance by tracking, reporting, and responding to calls and correspondence, building effective working relationships with adult family home providers and the workforce development network, assisting in the assessment and development of resources to meet the needs of adult family home providers for employment support, and in the planning and execution of events to promote and support Long-Term Care Foundation workforce development efforts.
- Assist in the administration of a **training network** to provide financial support for tuition and personnel costs to complete the required training for new long-term care workers within the established framework and parameters for the program.

ADDITIONAL JOB FUNCTIONS

- Work with other members of the Foundation’s team to develop and disseminate messaging and marketing materials to promote Long-Term Care Foundation workforce development efforts

- Gather, analyze, track, and report on program data
- Coordinate and/or deliver training on topics related to workforce development
- Manage special projects as requested and perform other duties as assigned

REQUIRED QUALIFICATIONS

- Bachelor's degree in business administration, human resources, or a related field
Equivalent experience may be substituted in lieu of the educational requirement.
- 3 to 5 years of experience in workforce development, candidate screening, and project management
- Experience in conducting outreach and educating individuals in a long-term care setting about available services and supports
- Knowledge and experience in effective job posting strategies and resources, resume building, drafting job descriptions, interviewing, networking, and social media
- Proficiency in Microsoft Office, online training/meeting tools, and basic internet research techniques
- Excellent communications, public speaking, and customer service skills
- Able to maintain productive relationships with clients, colleagues, partners, volunteers, and the public
- Able to work with a team, analyze information, and make appropriate decisions
- Able to work independently on a variety of projects simultaneously and meet deadlines in a dynamic, fast-paced environment
- Able to demonstrate flexibility, creativity, and follow-through
- Able to exercise sound judgment, demonstrate tact when dealing with others, accept responsibility, and give careful attention to detail

DESIRED QUALIFICATIONS

- Knowledge of the adult family home model
- Knowledge of Salesforce

WORKING CONDITIONS

- Regular office hours are 8:00 a.m. – 5:00 p.m.
- Work involves regular public contact and may be fast-paced and stressful at times, particularly during periods of high volume or tight deadlines
- Must be resident of Washington State with Washington State driver's license, proof of insurance, and access to a dependable automobile for occasional travel locally and regionally

APPLICATION PROCESS

Please provide the following information:

- A **cover letter** expressing your interest in the position and describing your qualifications
- A **current resume**
- Three or more **professional references**

Please direct the above information as well as any questions you may have about the position to:

Bob Le Roy
Executive Director
Long-Term Care Foundation of Washington State
bob@ltcfwa.org

The Long-Term Care Foundation of Washington State is an Equal Opportunity Employer.