

Yale New Haven Health/Bridgeport Hospital Career Education Coordinator (H.O.P.E. Program)

To be part of our organization, every employee should understand and share in the YNHHS Vision, support our Mission, and live our Values. These values-integrity, patient-centered, respect, accountability, and compassion - must guide what we do, as individuals and professionals, every day.

The Career Education Coordinator assists the Bridgeport Hospital (BH) Delivery Network in demonstrating its mission and achieving strategic goals through implementing programs that will enhance the lives of the people in the communities we serve. Reporting to the System Director of Educational Technology and Career Services, this role coordinates program development, recruitment, screening, selection and placement, scheduling, orientation, training, supervision, and recognition activities of all individuals participating in BH's Having the Opportunity to Prepare for Employment (H.O.P.E.) program as well as other educational and vocational programs.

The H.O.P.E program helps low income, long-term unemployed individuals who have had multiple barriers to employment to gain the skills and confidence that lead to stable employment. It is multi-faceted, providing vocational and basic adult education, life skills training and linkages to ancillary supports, and includes volunteer job experience and one-on-one-mentoring.

The Coordinator secures meaningful volunteer positions for program participants and advocates for meaningful full time positions upon graduation as appropriate. Assesses community and hospital needs and designs the H.O.P.E. program to support educational and vocational guidance services for non-employee community members that align with the Hospital, adheres to sound principles and ethics of program administration and works closely with hospital departments in the oversight of and mentoring provided to program participants.

REQUIREMENTS

EDUCATION (number of years and type required to perform the position duties): Bachelor's degree in psychology, social work, vocational guidance, or counseling from an accredited institution. Related degrees may also be acceptable if the candidate has experience in career counseling, job placement, program coordination and/or human resources. A Master's degree is preferred.

EXPERIENCE (number of years and type required to meet an acceptable level of performance): A minimum of 2 years work experience in career development related roles, functions, or directly related program coordination. Proven experience in program development and coordination, public speaking and presentations.

SPECIAL SKILLS: Proven expertise in various human resource management/talent development (i.e., interviewing, documentation, project coordination, negotiation skills, training skills, and demonstration of behaviors associated to supporting environments reflecting diversity, equity and inclusion). Must be a competent public speaker, and have outstanding written and oral communication skills. Competency in technology to support program goals and reporting, i.e. Word, Excel, PowerPoint. Exceptional interpersonal, communication (both oral and written), and customer service skills. Strong organization skills to manage resources and information for career development activities, and strong skills in establishing priorities. Intermediate to advanced end-user skills using Window-based software applications (Microsoft Office - Word, Excel and PowerPoint preferred) to manage data and present information; skill in use of career counselling assessment tools and software applications; and, ability to utilize internet as a research tool. Ability to mentor, counsel and coach program participants; and, to gather data, compile information, and prepare reports.

This is a 32-hours a week position which offers comprehensive health, dental, vision, financial wellness and other benefits.

To apply for this job, please go to [Career Education and Program Coordinator in Bridgeport, Connecticut | Yale New Haven Health System \(ynhhs.org\)](#) or [Yale New Haven Health Services Job Search - Jobs \(ynhhs.org\)](#) and search for job #39145.

If you have any questions, please email Russell Hullstrung at Russell.Hullstrung@ynhh.org.