



Opportunities Industrialization Center, Inc.
1231 N. Broad Street, 4th Floor, Philadelphia, PA 19122

Job Description: Lead Healthcare Program Instructor

Since 1964 Philadelphia OIC has been a leading workforce development and education provider. OIC offers adult and youth populations valuable job training, life skills, digital literacy, high school equivalency preparation, and employment opportunities.

Summary:

The Healthcare Program Instructor at OIC Philadelphia serves a multifaceted role, combining instructional leadership with operational oversight to ensure the seamless delivery of healthcare training programs. This position integrates expertise in curriculum development, classroom facilitation, and performance management, while also supporting the overall administration and continuous improvement of the program.

Philadelphia OIC is a mission-driven nonprofit, which provides both the values and sense of purpose that working for a historic nonprofit provides. We provide a competitive salary and a comprehensive benefits package and invest in the growth and development of our staff. Our work environment is collaborative and focused and will provide you with the opportunity for deep utilization of your set of talents.

Essential Duties and Responsibilities:

Facilitation/Classroom Management:

- Deliver comprehensive, theory & hands-on instruction in Allied Health with a primary focus on Phlebotomy, Clinical Medical Assisting and Administrative Medical Assisting.
- Manage and maintain a structured, inclusive, and engaging learning environment, promoting active participation and critical thinking among students.
- Provide personalized mentorship, supporting students in mastering both theoretical knowledge and the practical skills required for success in Allied Health professions.
- Guide students in their professional development, helping them build the competencies necessary for careers in healthcare.

Curriculum Development:

EQUAL OPPORTUNITY EMPLOYER: Philadelphia OIC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

- Collaborate with the Program Manager and other stakeholders to develop, update, and refine curriculum based on industry trends and best practices.
- Ensure instructional materials and lesson plans align with program objectives and healthcare standards.
- Continuously assess and improve course content to meet the evolving needs of participants and the healthcare industry.

Participant Performance Management:

- Track and evaluate trainee performance, identifying areas for improvement and implementing intervention strategies as needed.
- Work closely with participants to set and achieve performance goals, ensuring they meet learning objectives.
- Participate in the assessment of program outcomes and contribute to ongoing improvement efforts.

Administrative Support:

- Coordinate program logistics, including scheduling classes, field trips, and other program activities.
- Prepare and manage instructional materials, ensuring all necessary resources are available for both instructors and participants.
- Maintain and manage inventory of program supplies and equipment.
- Assist with scheduling and confirming appointments for program applicants and responding to inquiries regarding the program.
- Support the Program Manager in preparing reports, presentations, and other program-related documents.
- Facilitate communication between trainees and instructors, acting as a liaison to address concerns and ensure smooth operations.

Essential/Training/Work Experience:

- Minimum of 3 years of experience in healthcare instruction, with a preferred certification in Medical Assisting, Phlebotomy, or other allied health fields.
- Experience in healthcare program administration or support.
- Strong organizational and communication skills, with the ability to manage multiple responsibilities in a fast-paced environment.
- Proficiency in Microsoft Office Suite and other basic computer applications.
- Empathetic and patient demeanor, with a commitment to working with diverse student populations.

Specialized Knowledge and Skills:

- Strong organizational skills with a keen attention to detail.
- Proficiency in Microsoft Office Suite and basic computer applications.

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- Ability to work independently and collaboratively in a fast-paced environment.
- Empathetic and patient demeanor when working with diverse populations.

How to Apply:

Interested candidates are invited to submit their resume and cover letter detailing their qualifications and experience by **January 10th, 2024**. Please send these materials to hello@oicphila.org.

Work Conditions

This role necessitates regular in-person interaction with potential participants, guests, team members, and stakeholders. Therefore, remote, or work-from-home arrangements are not viable options. On a standard workday, the majority of time is spent sitting at a desk, using the computer, and speaking on the phone. However, at times, this role will be required to attend OIC events or related outside meetings/events on behalf of the organization.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.

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