



# Turtle Mountain Community College

**Holly Cahill**



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www.tm.edu



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## HEART Placement Coordinator

**Position Title:** HEART Placement Coordinator

**Contract Term:** 12 month position

**Accountable To:** HEART Director

**Funding Source:** HEART

**Salary:** \$31,795 - \$34,521

### **Summary of Position:**

This position is primarily responsible for providing HEART Participants with placement support including soft skills trainings, assistance with job searches, assistance completing applications / resumes, interview preparation, and ensuring overall job readiness. This position is also responsible for developing and maintaining a placement office, creating and maintaining health care employer relationships, and maintenance of HEART Employer Database.

### **JOB CHARACTERISTICS:**

#### **Personal Contacts:**

This position requires regular meetings with TMCC Allied Health Instructors, HEART Participants, and health care employers locally and state-wide to discuss their training needs, identify employment opportunities, support clinical internships and job shadowing, site tours, and eventual job placement for HEART Participants.

#### **Supervision Received:**

HEART Project Director on a regular basis.

#### **Essential Functions:**

Position requires the ability to communicate effectively. Must be able to travel state wide as required.

### **RESPONSIBILITIES:**

- Contact health care employers to identify job openings, requirements, and application processes.
- Maintain and regularly update the HEART Employer Database.
- Meet with TMCC HEART Participants as needed to fully prepare them for employment.
- Notify HEART Participants of employment opportunities.
- Assist students in scheduling and preparing for interviews.
- Provide instruction in soft skill development, and employment/job readiness.
- Work with students both pre and post interview to identify areas for improvement.
- Identify and maintain housing and related information for targeted communities by establishing relationships with rental and housing agencies.



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- Assist students in developing a transitional-employment plan which includes; transportation, housing costs (deposits, monthly rent, utilities, and related) and needs such as child care.
- Work with HEART Success Coaches to maintain data which identifies student assisted outcomes and related information.
- Maintaining student files using appropriate student confidentiality measures.
- Report participant employment to HEART Success Coach.
- Enter employment information into the PAGES data tracking system.
- Follow up with employers to determine employer satisfaction with HEART students after employment.
- Follow up with placed students to assess job retention and student perception of preparedness for work world.
- Prepare reports of activities as needed or requested.
- Assist in Preparation of reports for funding agency.
- Create, host, and complete follow up on a health care job fairs at TMCC.
- Attend off-campus job fairs to support HEART Student placement.

### **JOB REQUIREMENTS:**

**Knowledge:** This position requires knowledge of workforce development and the TMCC allied health occupation training programs offered.

**Skills:** This position requires well-developed communication and organizational skills and the interpersonal relations skills appropriate to regular and intensive interaction with students and public. Must possess outstanding customer service skills, be able to listen without being judgmental, perform multiple tasks, and operate all types of office equipment. Must have good database management skills.

**Abilities:** The ability to interact and work effectively with college staff and faculty, and healthcare employers as well as with the diverse situations of students.

### **EDUCATION AND EXPERIENCE:**

Minimum Qualifications:

- Bachelor's degree.
- Valid ND Driver's License.

Preferred Qualifications:

- Experience serving in a workforce development position or related field.