

JOB CLASSIFICATION: Exempt, Full-Time Staff

WORK SCHEDULE: Hours of Operation, Occasional Evening/Weekend Trainings as needed

LOCATION: Manhattan Tech Wamego Center – Rural Healthcare Professions Accelerator

COMPENSATION: Pay Grade 10 (\$43,867 - \$71,285 salary)

Actual pay will be based on relevant professional experience and education level.

This position is supported by grant funding for the Rural Healthcare Professions Accelerator. The current project period ends September 30, 2027. Continued employment beyond the funded period is contingent upon available funding, institutional needs, satisfactory performance, and applicable college policies.

REPORTING RELATIONSHIP: VP of Education & Engagement

TECHNICAL COORDINATION: Student Success & Outreach

POSITION SUMMARY

The Healthcare Professions Navigator provides individualized career planning, recruitment, enrollment assistance, and employment-transition support for individuals entering or advancing in healthcare careers. The position serves adult learners, high school students, incumbent healthcare employees, GED participants, English Language Learners, and transitioning Fort Riley service members and their families.

The Navigator helps participants understand healthcare career options, identify appropriate education and credential pathways, address participation barriers, and connect with regional employers. The position maintains ongoing participant relationships and documents progress from initial inquiry through training, credential attainment, employment, or continued education.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide individualized healthcare career exploration, goal setting, and pathway planning based on participant interests, experience, and readiness.
- Explain available healthcare credentials, prerequisite coursework, admission requirements, and career advancement options.
- Assist participants with college applications, enrollment steps, referrals, training schedules, and coordination with appropriate academic departments.
- Connect participants with financial aid, scholarships, workforce funding, military education resources, and other support offices for eligibility review and assistance.
- Identify barriers involving transportation, scheduling, language access, technology, and other needs; coordinate referrals and follow-up.
- Conduct outreach through schools, healthcare employers, community organizations, workforce partners, and military transition programs.
- Support nonclinical healthcare employees interested in clinical career pathways and incumbent workers seeking advancement.
- Coordinate under the guidance of the Healthcare Project Manager with trainers and academic staff to monitor engagement, identify challenges, and support persistence and completion.

- Help participants prepare résumés, explore job opportunities, prepare for interviews, and connect with employer screening and hiring processes.
- Maintain relationships with regional employers to support referrals, placement, advancement, and follow-up verification.
- Maintain accurate participant records, career plans, service documentation, referral information, and outcome data in designated institutional systems.
- Collect participant feedback and success stories and provide program improvement recommendations to the Manager.
- Support career fairs, information sessions, school presentations, employer events, and mobile career exploration activities.

QUALIFICATIONS & SKILLS

- Bachelor's degree in education, counseling, human services, workforce development, healthcare administration, or a related field; or an equivalent combination of relevant education and experience.
- Two years of experience in student services, admissions, academic advising, career services, workforce development, case management, or a related area.
- Demonstrated ability to build relationships with individuals from varied educational, cultural, and professional backgrounds.
- Strong communication, organizational, and follow-through skills.
- Experience maintaining confidential records and using electronic tracking systems.
- Ability to explain complex processes clearly and coordinate referrals across departments and organizations.

Preferred qualifications

- Experience with healthcare career pathways or nursing and allied health programs.
- Experience supporting rural learners, adult learners, high school students, military-connected populations, GED participants, or English Language Learners.
- Familiarity with workforce funding, military education benefits, financial aid referrals, and community support resources.
- Experience with CRM systems, participant case management, and outcome tracking.
- Experience developing employer partnerships or supporting job placement.

PHYSICAL DEMANDS:

- Ability to sit or stand for extended periods of time.
- Ability to lift and move supplies up to twenty-five (25) lbs.
- Ability to effectively communicate verbally, in writing, via computer, and over the phone.

- Effective typing and transcription skills for necessary meetings and communications.
- Ability to work occasional early mornings, evenings, and weekends as needed and attend events as required.

WORK ENVIRONMENT:

- Professional and deadline-oriented environment in an office setting.
- Regular interaction with students, staff and guests.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.
3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
5. All ‘offers of employment’ are subject to criminal background check prior to employment.