

**Workforce Development Specialist****Maine Medical Center****Portland, ME****Full Time – Hybrid****Salary: \$59,002.00 - \$69,411.00**

**Join our care team!** We are seeking candidates interested in serving as a Workforce Development Specialist at Maine Medical Center. Bi-lingual/multi-lingual candidates preferred! This hybrid position is responsible for developing and leading the workforce development programming offered at Maine Medical Center's Patient Care Support Service Department.

This position works closely with the organization to identify, develop, and grow new talent pipelines by creating programs and pathways to educate tomorrow's healthcare workers. Work is focused primarily within Maine Medical Center's Environmental Services unit to educate and expand the opportunities of current and potential employees by providing educational guidance and career navigation. In addition, this position provides coordination and support for the English Language Learning program in place at MaineHealth. This position is primarily on-site with some hybrid capability. While this role is 40 hours a week, the schedule will vary at times to accommodate the needs of the care team members you will be serving. The position is responsible for working with care team members on all three shifts and will require an on-site presence 6-9am or 10pm-1am several times per month as part of the regular workweek to interact with the third shift. As a member of the Center for Workforce Development, this person will also collaborate with a team of career navigators working with other populations across MaineHealth.

- Bilingual or multilingual candidate preferred.
- Experience with career and educational pathways
- Ability to use data to develop reports and support decision-making.
- Strong collaborator of internal and external relationships

**Required Minimum Knowledge, Skills, and Abilities (KSAs)**

- **Education:** BA/BS degree.
- **License/Certifications:** Industry certifications preferred, but not required.
- **Experience:** 3-5 years of related HR or Workforce Development or relevant experience. Experience in program development, career counseling, case management, and community networking and advocacy at the local or state level preferred.
- Demonstrated collaborative relationships with organizational and community partners.
- Ability to create and maintain excellent relationships with hiring managers and HR as well as Workforce Development colleagues and community partners.
- Familiarity with healthcare occupations, work environments and hiring practices preferred
- Ability to interact tactfully and effectively with and advocate for a diverse group of program participants.
- Strong interpersonal, organizational, negotiation and presentation skills.
- Proficiency in Microsoft Office specific to Excel, Outlook, Word, and PowerPoint required.

**For more information and to apply, please visit:** <https://www.careersatmainehealth.org/jobs/1782270-workforce-development-specialist-environmental-services>

**About MaineHealth:**

MaineHealth is a not-for-profit integrated health system whose vision is, "Working together so our communities are the healthiest in America." MaineHealth consists of nine local health systems, a comprehensive behavioral health care network, diagnostic services, home health agencies, and 1,700 employed clinicians working together through the MaineHealth Medical Group. With approximately 22,000 care team members, MaineHealth provides preventive care, diagnosis, and treatment to 1.1 million residents in Maine and New Hampshire. Learn more about our system at [mainehealth.org](http://mainehealth.org)

At MaineHealth, we offer benefits that support an individual's needs for today and flexibility to plan for tomorrow. Our packages include health and dental insurances, paid parental leave, retirement program, generous paid time off, and much more! Our comprehensive array of benefits is competitive, affordable, and includes choices that meet specific, but ever-changing, needs.

With a career at any of the MaineHealth locations, you'll be working with health care professionals that truly value the people around them – both within the walls of the organization and the neighborhoods that surround it. We are deeply invested in the well-being of our communities and care for team members. We believe in fostering a work environment of strong commitment, compassionate caring, and continuous improvement. Join us, and your abilities will be challenged and enhanced as you take your career to a new level.

*MaineHealth values diversity and is an Equal Opportunity/Affirmative Action employer. Federal and state laws prohibit discrimination in employment because of race, color, national origin, religion, age, sex, sexual orientation, disability, or veteran status.*