



ENCUENTRO JOB DESCRIPTION

Home Health and Career Development Director (CDD)

Division: Career Development

Application Deadline: March 22nd for best consideration. Open until March 31st, 2024

Position: Full time

Classification: Salaried Exempt

Time frame: Permanent

Organization Overview:	Home Health Aide (HHA) Program Overview:
<p>Encuentro's mission is to transform New Mexico into a thriving community for all of its residents. We do this by engaging with Latino immigrant families in educational and career development opportunities that build skills for economic and social justice. Encuentro is committed to the belief that quality education should build both individual and community knowledge, and with that knowledge comes individual and community power. Encuentro's collaborative model demonstrates that strategic community partnerships can expand and strengthen the safety net for immigrant families; furthermore, when programs are collectively offered in a culturally relevant, justice-oriented environment, they act as entry points into leadership development and community engagement opportunities, which build social capital and promote social and economic justice.</p>	<p>Demand for elder care services is on the rise as the Baby Boomer generation ages. While paid caregivers represent one of the fastest growing workforces in the country, there is a dearth of trained, culturally and linguistically competent providers nationally and more specifically, in the Albuquerque, New Mexico, Metro area. Encuentro has designed an innovative education and training program that places the experiences and needs of Home Health Aides (HHAs) engaged in the workforce at the center of program development. The program prioritizes comprehensive training and promotes the leadership and economic opportunities of Latinx immigrant HHAs, creating an alternative to the low-wage, disempowered, and high-worker-turnover culture that characterizes the for-profit home health industry.</p>

Position Overview:

Encuentro is seeking a dynamic and innovative Home Health and Career Development Director (CDD) in Albuquerque, New Mexico. This leadership position is designed for individuals passionate about advancing healthcare education, promoting leadership among Latinx immigrant HHAs, and ensuring culturally and linguistically competent care delivery.

The goal of this position is to lead the development and implementation of a long-term vision for the Home Health program as it relates to educational training, economic opportunities and leadership development - the three pillars of the HHA program - and to connect this vision with Encuentro's overall strategy for career development through entrepreneurship within the Latino immigrant community.

The CDD will join an existing Director team including the Executive Director, the Education Director and the Development Director. These individuals together currently deliver leadership and organizational development resources.



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Responsibilities:

The Career Development Director (CDD) will report to Encuentro's Executive Director. The CDD is directly responsible for overseeing the Home Health Aide team (4FTE and 1 contractor) and, in collaboration with the Director of Education, the Small Business and Financial Literacy instructors.

Candidates will combine a passion for social justice with a collaborative, results-oriented approach in managing a high-performing team. Candidates will come with an entrepreneurial spirit and excitement about joining a growing organization. In carrying out the work, they will demonstrate great empathy for and connection to the work, and exercise good judgment which is informed by experience in the sector.

Primary responsibilities for the position:

- Lead and innovate in the development and implementation of the HHA program, focusing on education, economic opportunities, and leadership development.
- Supervise and develop a diverse team, promoting a culture of inclusivity, professional growth, and high performance.
- Plan, coordinate, and facilitate HHA team and partner meetings ensuring action items are executed.
- Work together with Evaluator to ensure project goals are properly measured.
- Work closely with Director of Education to ensure alignment in adult education guidelines across programs
- Support ongoing professional development and knowledge-building by HHA staff
- Enhance program impact through strategic planning, evaluation, and the integration of technology in healthcare and education.
- Direct the development of resources and targeted educational opportunities within the HHA program for HHAs that are compelling for them and responsive to their needs to become a successful entrepreneur in the home health services field. Similarly, identify needs and create a responsive program for students in other Encuentro programs to engage in and build skills for success as entrepreneurs.
- Foster strong relationships with community stakeholders, funders, and policy makers to secure and expand program resources and impact.
- Fundraising responsibilities, including but not limited to sustaining positive relations with program funders, identifying new potential funders, writing reports, etc.
- Manage program budget efficiently, ensuring sustainability and accountability to funders and partners.

Qualifications

- Masters' degree in a related field (examples include but are not limited to: Public Health, Community and Regional Planning, Latin American Studies, Social Work, other Liberal Arts areas) **and** a minimum of three years of direct professional experience; or in place of a Master's degree, demonstration of comparable experience that is directly related to the qualifications specified.
- Demonstrated experience as it relates to working with the immigrant community in areas related to Community Economic Development, Women in Development, Adult Education, and/or Popular Education



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- Experience with external partner collaboration-building
- Strategic planning experience
- Project development, implementation and evaluation experience
- Project budget development and management experience
- Personnel management and supervisory experience
- Understanding of grassroots community economic development strategies, including entrepreneurial development, especially as it pertains to the challenges experienced by marginalized entrepreneurs of color who face additional barriers to success
- Bilingual and biliterate required (Priority languages: Spanish and English)

Preferred Experience:

- Understanding of the broader “ecosystem” of senior care and the factors that contribute to problems or shortcomings in this ecosystem;
- Experience with a nonprofit focused on field-building in areas of immigrant justice, justice in aging, and social change work;
- Familiarity with grant-making processes.

Personal Characteristics

- Personal alignment with Encuentro’s values in which attention to equity, particularly racial equity and immigrant justice, is centered;
- Energy to join an innovative, evolving and growing organization;
- Excitement for building the Home Health Aide program and Encuentro’s growing Career Development focus as a whole;
- Personal and/or professional experience resulting in deep understanding of the nonprofit sector and the social change context of the work;
- Comfort and facility in a leadership role which, among other things, will require problem-solving and creative solutions to counter mainstream approaches to senior care and community economic development
- The ability to approach this work with joy, and with deep attention to, and consideration of, all dimensions of intersectional racial equity.

Salary and Benefits

The CDD is an at-will and exempt position. The salary is \$65,000 per year.

ENCUENTRO currently offers a generous benefits package, including:

- 80% of Individual Employee Health Premium paid by Encuentro for the Base Plan.
- Retirement plan, with employer match contribution

ENCUENTRO also recognizes the value of creating an environment of positive work/life balance, acknowledging that investing in staff’s ability to take care of themselves and their families enables them to do their best work. The plan currently includes:



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- 15 paid vacation days (3 weeks) annually
- 1 earned sick leave hour for every 30 hours worked
- Company-paid federal holidays in addition to 2 weeks of winter break, 1 week for spring break, and other days as established in coordination with the local public school schedule

To Apply:

Please send a cover letter in Spanish, and a current resume to dalia@encuentronm.org with the subject header "[Your Full Name] CDD Application" by March 22nd for priority consideration. Application may remain open until March 31st, 2024. Please visit our website for more information about our organization, services, and clients. No phone calls please. www.encuentronm.org