Term of Service  April 1, 2017 – May 31, 2018
Reports to  Program Coordinator, Karen Hughes
Compensation  Academic units (PH104 A&B)
Time Commitment  12 hours per week. Includes Tuesday 5-6:30pm and Thursday 5-6pm

Overall Responsibility
Health Worker Coordinators are supervised by the HWP Coordinator and contribute overall program administrative support as well as specific coordination, supervision and mentorship of Health Workers in the field to achieve program objectives. Each Coordinator supervises 4-7 Health Workers.

Living Center/Unit Coordination
- Health Worker recruitment and selection process – Spring 2017 and Spring 2018
- Lead weekly Discussion Section of Health Worker Team to provide coordination, supervision, and mentoring for fieldwork
- Ensure high quality performance and records for Health Worker activities.

Program Administration
- Meet weekly (Thurs 5-6pm) with Program Coordination Team
- Help plan and deliver trainings and weekly fieldwork class – full attendance required
- Produce and update background materials on one college health issue
- Administrative tasks (divided among Coordinators): Reader; Onboarder; Social Media & Visibility; Supplies; Tang Special Projects; Internal Communications/Reports; etc.

Other Requirements
Available for the following planning, training and orientation dates:
- Saturday, April 29, 2017  10-3pm – Coordinator Planning Retreat
- Tuesday, May 2, 2017 3:30-6pm – HW Orientation
- Friday, August 18, 2017 10-4pm – Coordinator Training/Planning Meeting
- Sunday, August 20 or 27, 2017 – HW Training
- December 2, 2017  10-3pm  – Coordinator Planning Retreat

Summer:
- Available for most weekly Coordinator conference calls (TBD)
- Background reading and remote planning & training activities

To Apply:
- Must be a current Health Worker, HW Coordinator or have relevant experience.
- For an application contact Karen Hughes, Program Coordinator.  khughes@berkeley.edu.  510-643-9073.
- Applications are due March 1, 2017 at midnight.
- Interviews will be scheduled for March 6-7, 2017.
- Selections will be announced March 15, 2017.

For more information contact Karen Hughes, Program Coordinator.  khughes@berkeley.edu.  510-643-9073.