



## Position Description

### MedWorks Specialist

#### Position Summary:

Working full-time from within the Commonwealth Charter Academy MedWorks in our Malvern Family Service Center, the MedWorks Specialist will collaborate with other program staff and teachers to provide specialized and relevant opportunities for our K-12 students in further developing an interest in medically-related careers.

MedWorks is a state-of-the-art experiential based program designed to offer hands-on learning and exploration of healthcare fields through student exposure to a diverse offering of career pathways that exist in the industry. The Specialist will work closely with the Director of MedWorks and other MedWorks staff at developing a personalized experience utilizing the latest development and best practices to cultivate interest in potential healthcare pathways. The Specialist will utilize their strong understanding of simulation modalities, medical terminology, disease states/anatomy, medical service lines, and a desire to integrate that knowledge in an activity-based environment. The position works collaboratively and in cooperation with all members of the CCA community as well as area partners to provide a best-in-class experience for our students.

As with all positions at CCA and in order to be successful, this position is expected to carry out all responsibilities in such a way that demonstrates and models the values of CCA, abides by all standards and behaves in a professional and engaged manner at all times.

#### Specific Responsibilities:

- Develop and facilitate step-wise healthcare discovery sessions equitably across grade levels.
- Research skills needed to enter the workforce directly upon graduation and explore partnerships in conjunction with Director.
- Collaborate with colleagues to integrate MedWorks activities with theoretical lessons.
- Engage students using their areas of strength and independent learning style.
- Work with students individually or in small groups to accomplish and celebrate projects.
- Implement lab modifications and accommodations for students with IEPs.
- Use communication, presentations, and technology to make opportunities visible to the students, caregivers, and community members, in conjunction with the Director.
- Create and maintain a culture of respect for lab equipment; cross train as needed.
- Assist in the effectiveness and refinement of the MedWorks lab space.
- Provide informative, guided tours for guests of MedWorks; host community visitors.
- Work to keep the lab organized and well-stocked.
- Develop lab safety and maintenance guidelines for teachers, students, and guests.
- Attend related conferences yearly to maintain skills and stay informed of industry trends.
- Recruit instructional staff to assist with MedWorks activities.
- Actively co-create a culture that is committed to being at the leading edge of K-12 education.

**Competencies:**

- Demonstrated ability to take initiative both with and without supervision and direction
- Highly organized and detail oriented.
- Reliable and dependable.
- Commitment to and focus on safety protocol.
- Exceptional interpersonal and customer service skills.
- Team player/collaborator, models professional, respectful, and ethical standards at all times.
- Desire to inspire a growing community of critical thinkers and cultivate an interest in the healthcare industry
- Proficiency in concepts of health promotion, preventing and treating illness and injury.
- Proficiency in concepts of student centered and patient centered care.
- Commitment to one's own professional development.
- Exceptional verbal and written communication skills, as well as presentation skills.

**Work Environment:**

This job operates in a new indoor lab facility with science stations, seated classroom, areas for mock patient care environments, and technological capabilities for virtual live classrooms and VR simulated learning. The Specialist will be working with a variety of materials including medical supplies, point of care devices, medical instruments, durable medical equipment and devices, as well as technology to enhance projects, field trips, camps, clubs, seminars, internships. The Specialist will demonstrate a high degree of flexibility and be comfortable collaborating with other staff/students/community members in the field.

**Physical Demands:**

This can be a physical role, which requires the ability to lift, squat, sit, bend, and stand for long periods of time.

**Position Type:**

- Full-Time
- 12 months
- Weekdays
- Salary, Exempt

**Travel:**

Ability to travel to other CCA sites and community locations during work hours as needed. Travel will be pre-planned, and the Specialist will have access to a company vehicle.



**Required Education and Experience:**

- Current licensure or relevant certification in the healthcare or STEM fields.
- One year of direct patient care in the past five years.
- Familiarity with supplies and equipment found in medical offices and/or hospitals.

**Preferred (Any of the following):**

- Health Educator, LPN, EMT, CMA, RMA, NA
- Prior teaching experience.
- Understanding of the current healthcare delivery system.
- Experience in cross training, skill competencies, orientations, or the field of education is beneficial.
- Basic facility upkeep or experience with life safety and environment of care compliance.
- History of maintaining supply inventory.

**Additional Eligibility Qualifications:**

- Valid PA Driver's License
- Appropriate automobile insurance coverage
- Required background clearance in good standing

**Other Duties:**

The Specialist must be flexible to meet the needs of the program, as needed.

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