



Neighborhood Health – Education & Staff Development Coordinator  
Full-time, 40 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Due to expansion, Neighborhood Health is looking to add an Education & Staff Development Coordinator to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Education & Staff Development Coordinator, you will:

- ✓ Develop and coordinate the initial training for newly hired employees across the organization.
- ✓ Creates continuing education and development opportunities for current employees.
- ✓ Work alongside members of leadership to identify strong performers and underperformers. Works with supervisors to develop training paths for both.
- ✓ Research and recommend training programs outside of the organization.
- ✓ Identify deficient areas in the organization and research / implement training for improvement.
- ✓ Facilitates organization-wide training sessions as requested for the purpose of meeting the organization's objectives and goals.

Requirements:

- Previous experience with training programs required.
- Experience in a medical or dental office preferred.

Education Requirements:

- Bachelor's Degree required.

This position is full-time with benefits. We offer competitive pay, health, dental, vision, critical illness & accident insurance, 403(b) retirement plan, PTO, and paid holidays.

Interested? Send a resume along with cover letter to NHC Human Resources Department at: PO Box 11949, Fort Wayne, IN 46862, or by email to: [hrdept@nhci.org](mailto:hrdept@nhci.org). You may also fax your information to 260-969-2911.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [hrdept@nhci.org](mailto:hrdept@nhci.org)