

**KC CARE Health Center
JOB DESCRIPTION**

Position: MATEC Regional Instructional Design Coordinator	Exposure Rating: 3 – Low Exposure
Department: MATEC	Status: Exempt
Reports To: MATEC Program Manager	Date: 1/2015
Supervisory Responsibility: No	Revised Date: 1/2016; 12/2016; 2/17/6/20

Position Summary:

The MATEC (Midwest AIDS Training and Education Center) Regional Instructional Design Coordinator is responsible for leading regional MATEC efforts to deliver state-of-the-art distance-based trainings. This position will involve collaboration and communication with all other MATEC sites across the region as well as within the MATEC-Missouri team. This position reports to the MATEC Program Manager. This position works closely with MATEC's Director and Program Manager to carry out the responsibilities described below.

Minimum Requirements:

- Bachelor's degree in health, social work, education, counseling or related field.
- Experience in HIV, social, or health service delivery.
- Experience with e-learning systems.
- Experience working with racial, sexual, and gender minorities *preferred*.

Essential Functions:

- Lead MATEC's efforts to use cutting-edge technology to develop and deliver state of the art in-person and distance-based trainings on topics related to HIV, hepatitis C, LGBTQ+ health, sexual health, stigma, racial equity, and related topics.
- Work closely with Local Partners (LPs) to coordinate Health Resources and Services Administration (HRSA)/HIV/AIDS Bureau (HAB)'s clearance of educational and marketing materials developed by LPs.
- Review educational and marketing materials developed by LPs and provide feedback to ensure materials meet quality standards and HRSA/HAB's requirements for clearance.
- Assist LPs with the design, development, and implementation of distance-based learning, including interactive (group discussions, role playing, case studies, etc.) and self-study programs.
- Train MATEC staff, across the ten-state MATEC region, on instructional design concepts, Adult Learning Principles, the use of Learning Management Systems and online meeting/webinar platforms (e.g., Zoom, WebEx, etc.).
- Create, narrate, and publish e-learning modules.
- Generate periodic reports on learner progress and module access.
- Analyze evaluation data and compile summaries consolidating learner feedback.
- Provide technical support to LPs for online meetings/webinars.
- Host online/meetings/webinar for Central office.
- Organize and maintain MATEC's Learning Management System.
- Support learners with accessing e-learning content, including distance-based trainings.
- Act as the liaison between MATEC and the NCRC for the purpose of posting MATEC's educational materials and promoting virtual and in-person training programs.
- Stay up to date regarding latest trends in Instructional Design, online learning technology, and meeting platforms.

Competencies:

Organizational

- **Function Excellence:** Performs job duties; utilizes resources and skills to complete tasks. Understands impact of position to organization.



The heart of community healthcare.

- **Customer Service:** Includes understanding of Health Center values and mission. Responding to customers (Internal/External) in a timely and courteous manner.
- **Teamwork/Collaboration:** Ability to work with other staff, respects diversity, treats others with dignity/respect, maintains positive approach.
- **Judgment:** Uses common sense, aware of impact on others, creative problem solving, asks for help when needed.
- **Professionalism:** Employee works full scheduled work shift consistently. Ability to complete tasks and projects in a timely manner.

Role

- **Initiative:** Must be an independent worker and a self-starter.
- **Coachability:** Takes feedback well and implements it immediately.
- **Communication:** Effective oral and written communication skills.
- **Technology:** Skilled in use of Microsoft Office products, Outlook email system, Canvas Learning Management System, and other data based software.

Physical Demands/Working Conditions:

- Required to talk or hear.
- Required to stand, walk, sit, use hands or fingers to handle or feel objects, tools, or controls.
- While performing the duties of this job, the employee will travel frequently by automobile, within the state, and is exposed to changing weather conditions. In addition, travel by plane may also occur to various meetings and conferences.
- Work in this job may include evening and day times; some weekends may be needed as well.
- Required to regularly lift up to 15 pounds.

The above information is intended to describe the most important aspects of the job. This job description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required in order to perform the work. Duties, responsibilities and activities may change at any time, with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. KC CARE Health Center is committed to providing equal employment opportunity/affirmative action (EEO/AA) to all job applicants and employees.

To apply go to: <https://bit.ly/2ZFEzg5>