**Opportunity to Share Your Expertise on Development of Resources for Chief Workforce Officer Role**

APPLY TO SERVE ON THE CWO TOOLKIT DEVELOPMENT NATIONAL ADVISORY GROUP

The Association of Clinicians for the Underserved (ACU) and the National Association of Community Health Centers (NACHC) are proud to partner on development of a toolkit for health centers interested in learning about a Chief Workforce Officer (CWO) role and how to add the position to their leadership teams. Given the workforce challenges that health centers are facing, a CWO would bring high-level focus and coordination to workforce efforts and ensure a data-informed approach to staffing concerns. Building off ACU’s [*The Making of a Chief Workforce Officer*](https://chcworkforce.org/sites/default/files/STAR2%20Center%202018%20-%20Chief%20Workforce%20Officer%20Sample%20Description.pdf) profile document, the toolkit is expected to include resources such as core competencies, sample job descriptions, podcasts, and more. The resources developed through this effort will be used to inform future curriculum, conference sessions, and other learning opportunities.

**Through this announcement we are seeking individuals to serve on a national advisory group to provide field input on the development of the CWO toolkit and its components.** The Advisory Group is expected to be composed of approximately 8-10 health center, 1-2 PCA, and 1-2 HCCN professionals with workforce expertise or experience especially related to the CWO role in health centers. The group is expected to meet virtually for 60-90 minutes every 2-3 weeks from February – June 2020.

As a member of the Advisory Group, your role will be to advise ACU & NACHC on the following:

1. Core CWO competencies, including skills, tasks, and behavioral examples
2. Development of sample position descriptions
3. Resources to be included in the toolkit

To fulfill this responsibility, you are committing to participate in the following activities:

1. Five-eight (5-8) planned virtual meetings of the Advisory Group between February – June 2020;
   1. Meeting dates are expected to be determined via doodle poll by majority availability of Advisory Group members.
2. Pre/Post meeting assignments to include reviewing/commenting on notes and draft resources.

As a member of the Advisory Group, you will have opportunities to:

* Learn more about the core competency and toolkit development process
* Expand your network of health center, PCA, and workforce leaders
* Shape an increasingly important role within Community Health Centers, nationally.

If you are interested in serving on this Advisory Group, please complete the simple 1-page application. If you know of others who might be good candidates to serve on the Advisory Group, please pass this announcement along and encourage them to apply. Should you have questions or need more information, please contact Gerrard Jolly at [GJolly@nachc.org](mailto:GJolly@nachc.org) or 301-347-0400.

**APPLICATION for PARTICIPATION**

**Chief Workforce Officer Toolkit Development National Advisory Group**

**APPLICATIONS DUE: Friday, January 17, 2020**

Complete this form online via this link – <https://www.surveymonkey.com/r/9WY8KPR> – *OR* return this completed form via email to Gerrard Jolly at: [trainings@nachc.org.](mailto:trainings@nachc.org) If returning via email, please include **CWO ADVISORY GROUP APPLICATION** in the subject line. Applicants will be notified of selection and next steps by January 24, 2020.

Name Click or tap here to enter text. Title: Click or tap here to enter text.

Organization (no acronyms): Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: Click or tap here to enter text. Zip Code: text.

Telephone: or tap here to enter text. Email: Click or tap here to enter text.

**Please reply to the following questions/statements for consideration as a candidate for this Advisory Group:**

1. How does/might your position/role within your organization engage with the Chief Workforce Officer in a health center?

Click or tap here to enter text.

1. How has your expertise and experience prepared you to bring added value to this Advisory Group? Please provide a brief summary of your relevant professional experience (including relevant experience prior to your current position or with a health center, if applicable). Be sure to highlight your workforce development expertise and experience, if applicable.

Click or tap here to enter text.

1. Do you have access to a CWO position description that you could share for consideration as a sample for the toolkit? Yes  No
2. What most appeals to you about participation on this Advisory Group?

Click or tap here to enter text.

**Please initial each item indicating your commitment to participate in all aspects of this Advisory Group.**

ext. I will make my best effort to attend the five to eight (5-8) planned virtual meetings of the Advisory Group between February – June 2020 and complete related pre/post meeting assignments.

ext. I have received the endorsement and support of my supervisor to participate in ALL aspects of this Advisory Group, including virtual meetings and pre/post meeting assignments.

Please type in your name as your e-signature: Click or tap here to enter text.