**Regional Technical Advisor Standard Job Description**

**Classification Title:** Regional Technical Advisor

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Regional Technical Advisor, under general direction, plans, develops, and manages comprehensive technical assistance services for rural healthcare organizations (rural hospitals, RHCs, FQHCs) in a specific region. Collaborates closely with rural healthcare organizations, health care professionals, project team members, and other key stakeholders to assess technical needs, develop and implement assistance plans, and support the overall success of the technical assistance program.

**Essential Duties and Responsibilities:**

**40% Comprehensive Technical Assistance Management**

* Plans, develops, and manages comprehensive technical assistance services for rural healthcare organizations in a specific region.
* Conducts comprehensive needs assessments of rural healthcare organizations in assigned region to identify technical challenges faced by the organization and opportunities for improvement.
* Develops tailored technical assistance plans including training sessions, on-site visits, and remote support.
* Consistently monitors and documents progress, outcomes, and challenges associated with technical assistance activities and services.
* Prepares reports regarding outcomes and progress as needed.

**20% Relationship Building and Stakeholder Engagement**

* Builds and maintains positive professional relationships with rural health communities.
* Engages with rural healthcare organizations, healthcare professionals, and other key stakeholders to disseminate technical assistance services and information.
* Facilitates knowledge-sharing sessions, workshops, and forums among rural hospitals within the region.
* Encourages collaboration and peer learning and promotes the exchange of best practices, lessons learned, and resources.

**10% Implementation and Support**

* Serves as first point of contact for technical assistance requests and inquiries.
* Provides guidance and support to technical assistance participants in the execution of technical assistance plans, including training sessions, on-site visits, and remote support.
* Prioritizes technical assistance needs and develops tailored technical assistance plans.

**10% Reporting and Documentation**

* Prepares reports on the status of technical assistance activities, including achievements and lessons learned.
* Consistently monitors and documents progress, outcomes, and challenges associated with technical assistance activities and services.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree or an equivalent combination of education and experience.
* Seven years of experience

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**