

The Long-Term Care Foundation of Washington State invites applications for the position of:

**Workforce Development Specialist**

**SALARY:** \$65,000 to \$72,000 per year

**OPENING DATE:** January 5, 2026, until filled. Application review begins January 20, 2026.

**OFFICE LOCATION:** Remote within Washington State

The mission of The Long-Term Care Foundation of Washington State is to offer resources, support, and education to the adult family home community in order to create and sustain more caregivers and champion providers in their everyday efforts.

We are looking for someone who is passionate, purposeful, and collaborative to join our growing team as our **Workforce Development Specialist**. This is a permanent, full-time position offering flexible daytime hours and is primarily remote. 80/20 split for excellent health, dental and vision insurance, life insurance and retirement benefits are included. 3 weeks vacation and all Federal holidays paid.

Reporting to the Executive Director, the Workforce Development Specialist serves as an HR resource for adult family homes in Washington State.

**ESSENTIAL JOB FUNCTIONS**

- **Training Network:** Assist in the Adult Family Home Training Network (AFHTN) by providing financial support for tuition and personnel costs to ensure new long-term care workers complete their required training within the required deadlines. Approve, communicate, process, register, coordinate, enter invoices, and update training statuses for individuals sponsored into the AFHTN. Ensure consistent and effective communication through email, text, and phone, and proactively follow up with sponsored individuals and employers. Develop and utilize templates to efficiently disseminate information to AFH owners, their sponsored individuals, and training schools. Report to the team and provide necessary updates.
- **Customer Service:** Demonstrate dedication to excellent customer service, positively impacting team performance and client satisfaction.
- **Conference Participation:** Participate in Summer and Fall conferences at varying locations throughout Washington state. Travel is required for these events.
- **Webinars and Live Presentations:** Develop and present webinars or in-person presentations focused on workforce development and HR best practices.

**ADDITIONAL JOB FUNCTIONS**

- Work with other members of the Foundation's team to develop and disseminate messaging and marketing materials to promote Long-Term Care Foundation workforce development efforts
- Gather, analyze, track, and report on program data
- Coordinate and/or deliver training on topics related to workforce development

- Manage special projects as requested and perform other duties as assigned

#### **REQUIRED QUALIFICATIONS**

- Bachelor's degree in business administration, human resources, or a related field  
Equivalent experience may be substituted in lieu of the educational requirement.
- 3 to 5 years of experience in workforce development, candidate screening, and project management
- Experience in conducting outreach and educating individuals in a long-term care setting about available services and supports
- Knowledge and experience in effective job posting strategies and resources, resume building, drafting job descriptions, interviewing, networking, and social media
- Proficiency in Microsoft Office, online training/meeting tools, and basic internet research techniques
- Excellent communications, public speaking, and customer service skills
- Able to maintain productive relationships with clients, colleagues, partners, volunteers, and the public
- Able to work with a team, analyze information, and make appropriate decisions
- Able to work independently on a variety of projects simultaneously and meet deadlines in a dynamic, fast-paced environment
- Able to demonstrate flexibility, creativity, and follow-through
- Able to exercise sound judgment, demonstrate tact when dealing with others, accept responsibility, and give careful attention to detail

#### **DESIRED QUALIFICATIONS**

- Knowledge of the adult family home model
- Knowledge of Salesforce

#### **WORKING CONDITIONS**

- Regular office hours are 8:00 a.m. – 5:00 p.m.
- Work involves regular public contact and may be fast-paced and stressful at times, particularly during periods of high volume or tight deadlines
- Must be a resident of Washington State with Washington State driver's license, proof of insurance, and access to a dependable automobile for occasional travel locally and regionally

#### **APPLICATION PROCESS**

Please provide the following information:

- A **cover letter** expressing your interest in the position and describing your qualifications
- A **current resume**
- Three or more **professional references**

Please direct the above information as well as any questions you may have about the position to:

Karen Cordero  
Executive Director  
Long-Term Care Foundation of Washington State  
[karen@lpcfwa.org](mailto:karen@lpcfwa.org)

*The Long-Term Care Foundation of Washington State is an Equal Opportunity Employer.*