CLASS SPECIFICATION
Nursing and Allied Health Coordinator

FLSA Status: Nonexempt
EEOC Job Category: Office & Clerical
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, coordinates, organizes and oversees the day-to-day operations of assigned Nursing and Allied Health Programs, including any special grant programs. Monitors, tracks and supervises the creation and maintenance of Nursing and Allied Health application databases, admissions process and notification of successful applicants. Works extensively with the Program Directors to submit and prepare state and outside agency certification/accreditation documents and reports, prepares packets of student information to provide to the Board of Registered Nursing, the Chancellor’s Office and other accrediting bodies. This position supports faculty in the division and develops and monitors a student tracking system to ensure student and faculty/staff compliance with hospital and other clinical agencies. In addition, this position performs a variety of difficult, responsible, sensitive and confidential instructional administrative support functions for an academic division and Dean.

DISTINGUISHING CHARACTERISTICS
The Nursing and Allied Health Coordinator coordinates organizes and oversees the day-to-day operations of the Health Science Office. Work requires demonstrated organizational, administrative and communications skills, experience in nursing and allied health rules and requirements, technology development and general knowledge about the nursing and allied health field. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Coordinates, organizes and oversees the day-to-day operations of assigned nursing and allied health programs, coordinates, implements, monitors and assists in evaluation of operational procedures and activities; develops and implements admission processes and procedures, organizes and implements work activities to meet established program goals and objectives; ensures program compliance with all applicable external agencies in addition to District requirements; trains and provides work direction to designated staff.

2. Serves as liaison with external agency representatives involved with nursing and allied health including health agencies and hospitals, K-12 Districts and universities.
3. Assists in processing, calculating, tracking and monitoring nursing and allied health student applications and creating a database to provide information for selection and admission into the program.

4. Creates, updates, maintains and submits a variety of comprehensive, accurate and specialized program reports which requires manipulation, analysis and interpretation of complex and technical information for external agencies that include instructional information, curriculum, financial reports, performance summary, accountability reports, quarterly, year-end reports, and personnel reports.

5. Tracks and monitors student Test of Essential Academic Skills (TEAS) testing for entrance into the Nursing Program.

6. Performs administrative duties to ensure program reports, records and other materials are complete and maintained according to pertinent laws, regulations and contracts and District policies and procedures; organizes and compiles information for, completes and maintains Program reports, forms and logs.

7. Plans, organizes and executes workshops and special events, such as fund raisers, career/health fairs, awards banquets, and luncheons, for student/participants; determines and secures event locations; makes set-up, scheduling or other pertinent arrangements; identifies and coordinates with event presenters and others involved.

8. Works with a significant degree of independence and accountability on difficult technical and administrative work in support of academic programs, functions and processes; receives, reviews and verifies accuracy and compliance with established guidelines of schedule worksheets, printer and galley proofs and incorporates appropriate changes; compiles, calculates, processes and verifies accuracy of faculty payroll load assignments and prepares and obtains signatures for load contracts/sheets; completes appropriate paperwork and secures necessary signatures for class cancellations; maintains files related to cancellations; provides appropriate notification to staff and students of class cancellations; obtains, reviews and tracks textbook requisitions to ensure textbooks are ordered for all applicable faculty classes within necessary time frames.

9. Provides confidential secretarial and administrative support to an academic Dean; using word processing and other applicable software, drafts memoranda, correspondence, reports, agendas, presentations, budgets, forms, spreadsheets and other documents often of a highly sensitive nature; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete and obtains necessary signatures; completes, tracks and submits time-sensitive materials to ensure compliance with District policies and procedures; receives, documents and processes a variety of requests.

10. Researches and assembles information from a variety of sources for the preparation of specialized academic records, correspondence, rosters, databases and reports; designs, creates, organizes and maintains specialized and other office files; establishes and maintains confidential, subject and tickler files.
11. Maintains the School/department and/or Dean’s calendars; coordinates, schedules, arranges and confirms meetings; screens requests for appointments; makes and confirms travel arrangements, including hotel and flight reservations; prepares, reviews and submits conference and travel requests.

12. Receives and screens visitors, telephone calls and correspondence, providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information, questions and complaints from administrators, faculty, staff, students and the public; provides information on School/department programs and policies; refers certain issues to appropriate staff or takes or recommends action to resolve the issue; responds to and assists in resolving student grievances; meets with students to discuss grievances; reviews, determines the priority of and routes assigned incoming/outgoing correspondence.

13. Coordinates and assists in School’s hiring, orientation, payroll and employment processes; verifies completion of and processes new employment paperwork for all School staff; conducts orientations and provides information of District and School policies and procedures to new faculty, staff and student workers; collects, verifies and inputs payroll data for all School staff; tracks, records, audits, monitors and updates assigned personnel, payroll, timekeeping and absence forms and records; maintains schedules; interviews, selects, supervises and trains student workers; prepares and submits designated staff, faculty and Dean attendance and/or absence reports; prepares and posts notices of faculty absences and sign-in sheets on classroom doors; secures substitutes, if possible.

14. Provides administrative assistance for faculty, curriculum or program evaluations and reviews; schedules faculty appointments with the Dean/director to conduct evaluations; creates and distributes evaluation packets; receives, edits, distributes and maintains records of completed evaluation forms.

15. Acts as School/department liaison for the Dean, department head, directors, managers, faculty, staff and students.

16. Assists in the preparation of the School’s annual budget, budget review and year-end closing; accesses, monitors and reviews assigned expenses, budget and/or grant fund; prepares expense and appropriation transfers.

17. Maintains designated work areas and equipment and orders and monitors inventory of School/department office and instructional supplies, equipment, books, media, periodicals and educational materials; prepares and codes requisitions; tracks purchase orders; receives and inspects shipments for accuracy and quality; resolves discrepancies with vendors; processes vendor invoices; ensures work orders and vendor service calls are completed in response to work area/standard office equipment problems; maintains related records; coordinates and processes omni/key requests and issuing and lost key replacement.

**OTHER DUTIES**

1. Attends a variety of meetings, training sessions, conferences, committee workshops and seminars.

2. Conducts special projects as assigned.
3. Provides backup support for other support staff.

**QUALIFICATIONS**

**Knowledge of:**

1. Nursing and Allied Health Programs and requirements.
2. Nursing and Allied Health accreditation, certification, program review and compliance.
3. Community hospitals and other medical establishments.
4. Nursing and Allied Health curriculum.
5. Office administrative and management practices and procedures.
6. Office and project management.
7. Research methodologies and data analysis techniques to assist in grant writing and report development.
8. Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
9. Basic methods and practices of outreach and involvement, including marketing techniques and practices.
10. Record keeping techniques.
11. Principles and practices of sound business communication.
12. District policies and procedures related to assigned areas of responsibility.
13. District classified human resources policies and procedures and labor contract.
14. Standard business software, including word processing, data base and spreadsheet programs to access and enter data accurately and to develop assigned records, reports and other documents.

**Ability to:**

1. Plan, organize, coordinate, implement and evaluate daily operations, activities and services of a community college nursing and allied health programs.
2. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials and to collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form and create required reports.
3. Coordinate program requirements for students and to be submitted to outside agencies for accreditation or certification.
4. Use a high degree of tact, diplomacy and discretion in dealing with sensitive and confidential situations and information, and problem resolution on behalf of the department.
5. Oversees maintenance of confidential and specialized program and student/participant records and files

6. Apply sound, creative problem solving techniques to resolve difficult program issues and problems.

7. Ensure the maintenance of all required program files, records and documentation.

8. District organization, rules, policies, procedures, operating practices and computer software applicable to class scheduling, calculating faculty loads and contracts and related functions.

9. Advanced uses of word processing, graphics, spreadsheet, database and other software to create and maintain documents and materials requiring the interpretation and manipulation of data.

10. Manage multiple and rapidly changing priorities to meet the needs and expectations of management.

11. Organize, research and maintain complete and extensive office files.

12. Compose correspondence, prepare documents and make arrangements from brief instructions.

13. Meet schedules and time lines.


15. Establish and maintain highly effective working relationships with District management, faculty, administrators, staff, students, parents, the public and others encountered in the course of work.

Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is a Bachelor’s degree in nursing, allied health, education, social science or a closely related field; and two years of responsible professional office or administrative management experience, with some experience in a medical environment or in an educational medical/dental field program or department; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:
A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, the employee is regularly required to sit; talk or hear both in person and by telephone; and use hands to finger, handle and feel computers and standard business equipment. The employee is frequently required to stand and walk.
Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this job, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret people and situations; perform work on multiple concurrent tasks with constant interruptions, and interact with participant/students, outside agency contacts; off-site employer representatives; District management, staff, the public and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee works under typical office conditions, and the noise level is usually quiet.