

JOB TITLE: Health Careers Workforce Coordinator

DEPARTMENT: Center for Workforce Development

LOCATION: Union Campus

REPORTS TO: Executive Director, Center for Workforce Development

FLSA: Exempt

LEVEL: 202

DATE: 3/26/2018; 11/21/2014

POSITION SUMMARY: Responsible for health career training and marketing services available from East Central College through the Center for Workforce Development. Serves as liaison between East Central College healthcare programs and the healthcare providers in our service area. Coordinates all efforts of MO Health Wins healthcare programs including oversight and instruction of Certified Nursing Assistant, Certified Medication Technician and other healthcare workforce offerings.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.* Bachelor's degree required; Master's degree preferred in related discipline, Current undisciplined Missouri RN license; two years' experience as a registered nurse.

ESSENTIAL TASKS: *Employee must be able to perform the following functions to the satisfaction of the employee's supervisor.*

- Maintain and coordinate current workforce healthcare programs (Certified Nursing Assistant, Certified Medication Technician)
- Explore and develop additional workforce healthcare programs, such as hybrid Certified Nursing Assistant, to ensure the needs of the healthcare industry are being met
- Instruct Certified Nursing Assistant and Certified Medication Technician programs each semester including ongoing review and update of curriculum and testing.
- Determine clinical site availability; insure availability of a clinical rotation and maintain a working relationship with staff at program clinical sites.
- Responsible for compliance and reporting of state requirements, certifications, licensure and accreditation, as applicable.
- Assist in hiring, evaluating and supervising qualified contract faculty and clinical supervisors if needed.
- Maintain appropriate records and student files; serve as academic advisor to students enrolled in the program.
- Monitor and control expenditures within the program budget.
- Provide oversight of instructional equipment needs and maintenance; maintain appropriate records related to budget, equipment and maintenance and facilities.
- Serve as grant lead for MO Health Wins Grant working in partnership including collaboration with state wide MO Health Wins institutions to share best practices, etc.
- Work to build transition and coordination between noncredit and credit programs including stackable credentials and career pathways for students in healthcare.
- Work closely with MO Health Wins Transitions Coordinator and Navigator
- Recruit adult MO Health Wins students and provide information necessary to facilitate their successful enrollment.
- Create and maintain a localized healthcare industry profile (employers, wages, positions and required credentials). Provide students with career information related to the industry.
- Establish and maintain a presence in local healthcare community
- Market and promote East Central College students and programs to local healthcare providers
- Work in cooperation with other departments on campus, specifically Career Services, and in the community to enhance employment opportunities for students.
- Prepare reports, statistical data, correspondence and other materials related to responsibilities assigned. Including letters, brochures, spreadsheets, mailings, presentations, etc.
- Develop and monitor program budget in conjunction with Executive Director.

- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
- Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner with minimal supervision.

COMMUNICATION SKILLS: Ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the general public; ability to communicate clearly and concisely, both orally and in writing; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to foster a cooperative work environment; ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; ability to make administrative/procedural decisions and judgments; direct, manage, or lead others; may determine work procedures, assign duties, maintain harmonious relations, or promote efficiency; well-developed public speaking and presentation skills; effective telephone and customer service skills.

LEADERSHIP SKILLS: Comply and enforce policies, procedures, and instructions; responsible for short-term and long-term planning within a department or division; communicates through negotiation and consensus building to exchange ideas, information, and opinions or develop decisions, conclusions, or solutions; ability to communicate effectively verbally and written to work with a diverse workforce and student population to prioritize and delegate projects, exchange ideas, information and opinions effectively with others to formulate policies and programs and/or arrive at decisions, conclusions or solutions; may develop and administer operational programs; and/or may write or present extremely complex papers and reports.

DECISION-MAKING and ANALYTICAL SKILLS: Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; ability to make administrative/procedural decisions and judgments.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to accurately perform mathematical calculations; ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to perform all essential functions using safe work methods and following safety regulations relating to job; knowledge of the Family Educational Rights and Privacy Act (FERPA); knowledge of college policies, procedures, and practices; Ability to plan, organize and implement multiple tasks effectively; excellent organizational, analytical and planning skills; ability to work with minimal supervision; willingness to take initiative and work in ambiguous situations; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change with a positive attitude; knowledge of College and department policies and procedures; budget management skills; ability to analyze complex human relations situations accurately, and assist individuals in the resolution of problems; ability to interpret policy and establish methods and procedures for acquiring, installing, testing, operating, or repairing machinery or technology systems; knowledge of department policies, procedures, and practices with the ability to answer work related questions and/or interpret and apply them correctly in various situations; ability to read and interpret departmental documents; ability to write routine reports and correspondence; ability to add, subtract, multiply and divide; ability to calculate figures and amounts such as whole numbers and percentages to prepare budgets and analyze financial statements and report.

EQUIPMENT AND SOFTWARE: Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc.; office machines such as telephones, fax machines, or copiers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. Position may require travel; position may require flexible schedule to work evenings and/or weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for

prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

POSITIONS SUPERVISED: CNA and Certified Medication Technician Clinical supervisor, adjunct faculty as needed

SIGNATURES: I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

Supervisor Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*