

NURSING AND ALLIED HEALTH PROGRAM SPECIALIST
(Classified Bargaining Unit Position)
(Range 31)

DEFINITION

Under direction serve as assistant to the Director, Assistant Director and Division Chair of Nursing and Allied Health to implement the highly regulated programs and certificate courses within the Division. Each program and certificate course has its own scope of practice and curriculum requirements mandated by separate regulatory agencies.

Incumbents in the position are required to perform difficult, complex, and responsible clerical work requiring interpretation of written and/or financial documents; the ability to independently assemble data and information; the ability to compile reports; maintain affiliate agreements with outside healthcare agencies that require considerable independent judgment; and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

The Nursing and Allied Health Program Specialist is distinguished from other positions in the clerical series by the requirement that incumbents assist with the implementation of programs and certificate courses that are offered twelve months of the year and have complex regulatory requirements and application processes. Each program and certificate course has its own scope of practice and curriculum requirements mandated by separate regulatory agencies. Duties include direct student contact and require a working knowledge of college organization, programs, college regulations and procedures, community affiliate healthcare agencies and state and national regulatory bodies.

Incumbents in this position support student learning outcomes and institutional effectiveness by serving as first contact and main support for students, staff, and faculty.

ESSENTIAL FUNCTIONS

- Organize and oversee the day-to-day operation of the office; schedule, assign, and monitor completion of office projects; prioritize workload so that assignments are completed as needed;
- Monitor budget records and expenditures, general requisitions and purchase orders; complete requisitions; order office and specialized classroom supplies;
- Advise Director of budget estimates and balances, identify and recommend areas for budget transfers;
- Schedule appointments and arrange meetings for the Director, Associate Director and Division Chair or Faculty;
- Compile reports for Chair/Director's review;
- Maintain confidentiality of personnel matters, records, data base information, and other sensitive files;
- Maintain student files and academic records, including pre-program requirements, to comply with College, healthcare agency and regulatory body mandates.
- Assist with submission of student records to regulatory boards that determine eligibility for licensing exams;
- Maintain faculty files to meet regulatory and healthcare agency requirements;
- Assist with weekly scheduling of instructors and /or teaching assistants, volunteers and classroom schedules to comply with mandated regulatory hours and faculty to student ratios;

- Enter course schedules into banner.
- Assist Chair/Director with faculty hiring pool, faculty entitlements and faculty load schedules;
- Initiate and maintain annual affiliation agreements with clinical sites including hospitals, medical offices, public schools, mental health facilities, and ambulance agencies;
- Coordinate revision of annual applications for the registered nursing, licensed vocational nursing, and paramedic programs;
- Assist with yearly revisions of student handbooks for the registered nursing, licensed vocational nursing, and paramedic programs that reflect current regulatory agency, college and department policies;
- Maintain student re-entry and /or transfer wait lists and assist the Director and Associate Director to notify students and gather required documentation prior to enrollment;
- Maintain community advisory board and college committee distribution lists for program and certificate courses, schedule and attend meetings, prepare agendas, take and distribute minutes;
- Provide accurate information to walk-in and phone inquiries regarding admission and applications policies that vary for each certificate course or program;
- Assist with planning and preparations for program graduation and/or completion celebrations;
- Coordinate and implement the process of student and faculty photo identification badges;
- Data entry of course outline and college catalog revisions;
- Assemble curriculum changes approved by Curriculum committee for presentation to Cabinet, Board of Trustees, and state agencies for approval;
- Compile input for unit plan and assist in the writing of the unit plan relating requests to the college plan and/or cluster plan;
- Serve on hiring committees for the division and oversee work of student help, short term and classified staff;
- Distribute and collect leave forms for academic personnel each month; prepare monthly time reports for substitute teachers, obtain necessary signatures and forward to Payroll;
- Verify, obtain signatures and submit time cards for hourly workers to Payroll each month;
- Facilitate clear and current policies and procedures for the division, assist with research to create or revise as needed;
- Defuse angry students, faculty, and public, attempt to resolve the situation;
- May train and oversee the work of student and temporary assistants, and classified employees.
- Perform other related duties as required.

Essential functions of particular positions within classifications may vary because job duties may vary by work location.

QUALIFICATIONS

Education:

Preferred

- Associate degree, including or supplemented by secretarial science, office management, and public relations courses.

Experience:

Required

- Two years of experience equivalent to a Secretary I or II at Cuesta College; or
- Three years of increasingly responsible clerical/secretarial experience;

Or any equivalent combination of education and experience.

Knowledge of:

- Record keeping;
- Modern office practices, procedures, and equipment;
- Correct English, spelling, punctuation, and grammar; methods of writing correspondence and reports;
- College organization, policies, and rules;
- Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
- District policies and procedures.

Ability to:

- Work independently and maintain confidentiality;
- Establish and maintain cooperative working relationships with those contacted in the performance of duties;
- Communicate effectively orally and in writing;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:

- Read and comprehend printed matter and text and data on computer monitors;
- Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
- Sit or stand for extended periods of time;
- Lift and/or carry 25 pounds;
- Work at a desk, conference table or in meetings of various configurations;
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

License and Certificates (current within the last year):

Required

- Minimum 50 wpm keyboarding/typing certificate

CCCUE Approval: 05/21/2012

Board of Trustees Approval: 06/06/2012