

Coordinator, Healthcare Programs

FLSA Status: Exempt

Pay Grade: 17

Job Title ID: 20254

Job Series/Job Family: Workforce Education & Business Development Series / C.E. Workforce Development Center Family

Reports To

Director, Workforce Development Center

Job Purpose

To coordinate the development, scheduling, marketing, and implementation of quality healthcare focused workforce education programs for the Health Professions Institute at Austin Community College.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates assigned programs and courses activities including drafting and developing course schedules, hiring instructors, insuring all required learning materials are available, monitoring the application process for consistency and accuracy, organizing practicum site visits; ensuring compliance with state and federal regulations for training, and monitoring course and program budgets.
2. Advises students regarding ACC healthcare programs; provides information regarding education and training required in healthcare programs; provides information regarding career opportunities.
3. Promotes programs by attending job fairs as well as high school and professional association meetings; assists in the development of program marketing materials and web resources; interfaces with community organizations to represent the Health Professions Institute and assigned programs.
4. Supervises and supports hourly instructors including negotiating instructor classes and teaching times, duplicating/ordering necessary course materials/equipment, facilitating learning opportunities for instructors, monitoring student evaluation of course material and instructor skills, and managing instructor payroll.
5. Develops and/or revises programs, courses, curriculum, and conferences based on input from healthcare and nursing sources, industry advisory boards, Health Science Faculty and Dean; identifies new/cutting edge topics and seeks expert sources to revise or create curriculum; ensures that accrediting agency standards are met when curriculum is developed; justifies all new course work with relevant regulatory agencies.
6. Plans, develops, prepares, and proofreads each Continuing Education semester course schedule.
7. Coordinates with state agencies and boards to maintain up to date required data for accreditation.
8. Collaborates with Health Science Program chairs to ensure delivery of integrated courses and programs; coordinates with Customized Training staff to support their efforts in contract training for the healthcare community.
9. Coordinates continuing education providerships as required.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Workforce education programs.
- Healthcare professions, programs, courses, and curriculum.
- Marketing materials and web resources used to promote Healthcare programs.

- Accreditation requirements
- Program quality and regulatory standards.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, including evenings and weekends as required.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Coordinating all aspects of healthcare education courses and programs.
- Advising students regarding workforce training, education, enrollment, and healthcare career opportunities.
- Developing and/or revising programs, courses, and curriculum.
- Assigning, supervising, and advising hourly instructors.
- Evaluating instructor performance and program quality.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Two years health science education work experience, depending on area of assignment, may require experience specific to area of specialization.

Preferred

- Four years health science education work experience, including administration of educational training programs and class scheduling, and/or two years health science teaching experience.

Education

Required

- Bachelor's degree in a health professions field.

Preferred

- Master's degree in related field.

Licenses/Certifications

Required

- License/certification to practice in a specialized healthcare field. Valid Texas Drivers License.

Other

Preferred

- Bilingual

Safety
Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.