

PANOLA COLLEGE JOB DESCRIPTION

JOB TITLE:	Coordinator of Certified Nurse Aide & Patient Care Technician Programs	FLSA status:	Exempt
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DEPARTMENT:	Workforce & Continuing Education	REPORTS TO:	Director of Workforce & Continuing Education
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Position summary: Under indirect supervision, this position is responsible for the total program of the Certified Nurse Aide Program. This position reports directly to the Director of Workforce & Continuing Education, keeping him/her abreast of all planning, organizing, staff and development of Panola College's Certified Nurse Aide program.

Position responsibilities:

- Coordinate and maintain certified nurse aide and patient care technician programs.
- Act as liaison between the Program Director and the Instructors within the department.
- Communicate with the Program Director keeping him/her abreast of all aspects of the program.
- Develop and maintain the departmental budget and present annual requests.
- Secure and oversee the appropriate number of qualified instructors who deliver classroom and clinical instruction to students.
- Secure the appropriate classroom and clinical facilities.
- Secure written agreements between the College and outside providers of clinical resources.
- Promote the program through participation in area and community events and affairs.
- Recruit students for the program.
- Assist with the development of the curriculum and continue curriculum revisions of the program so student training and skill development meets employer need.
- Perform other functions when requested by the Administration.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

Position Requirements:

Health Science related degree or certificate pertaining to the duties and responsibilities specified required. At least 3 years' work experience in an allied health related field required. At least 1 year of long term care experience required. Dependable transportation required.

Knowledge, Skills, and Abilities Required:

- Professional ongoing competence in area of responsibility with ability to encourage students and faculty
- Strong interpersonal and communication skills reflecting commitment to faculty and student development and confidentiality as needed
- Ability to present ideas clearly and effectively in discussion, oral presentations, and written work using English and proper grammar
- Ability to manage time to evaluate instruction, complete all paperwork as needed, serve on committees and lead curriculum development
- Ability to apply leadership techniques for guiding, and motivating faculty and staff to achieve effective performance
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Ability to foster a cooperative work environment with diverse groups in a fast-paced environment
- Ability to deal effectively and fairly with everyone in a courteous manner, including student and/or faculty disputes and grievances
- Strong computer skills and ability to use current technology
- Ability to perform all responsibilities of the job as listed above
- Ability to represent the college in a positive and professional way at all times
- Enthusiasm and the ability to thrive in an atmosphere of change

Physical Demands of Work Environment:

- Work is normally performed in a typical interior/office work environment
- No or very limited physical effort required; however, employee must occasionally lift and/or move up to 50 pounds
- No or very limited exposure to physical risk
- Travel required