

Job Description

Job Title: Coordinator of Allied Health Special Projects (Full Time)
Department: Allied Health
Reports To: Director, Allied Health
FLSA Status: Exempt (Professional)
Prepared By: HR Department
Prepared Date: June 16, 2020
Approved By:
Revised Date: June 16, 2020

SUMMARY

The Coordinator of the Allied Health Special Projects is responsible for Assisting with curriculum development for Allied health programs; coordinating, organizing and maintaining Allied Health skills lab inventory; preparing curriculum and lesson planning, and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Below are listed the primary tasks identified for this position. The duties articulated though not exhaustive, indicate the majority of the functions assigned to this position. *Other duties may be assigned based on institutional need.*

1. Assist with curriculum development for Allied Health programs as needed.
2. Prepare curriculum and lesson planning for 2021 LPN cohort (start date TBD.)
3. Participate in professional development opportunities related to nursing education.
4. Coordinate, organize, and maintain Allied Health skills lab inventory.
5. Support and provide remediation of Allied Health nursing student skills and study habits as needed.
6. Assist in the coordination and negotiation of clinical schedules with various contracted clinical sites as needed.
7. Assist in the development, implementation, and management of skills lab activities and schedules.
8. Assist faculty with development of appropriate patient scenarios that can objectively measure student competency on various skills and abilities.

9. Provide support for teaching faculty's patient simulation scenarios and usage and serve as a mentor and facilitator for faculty and others wanting to use patient simulated activities.
10. Provide lab instruction when directed by the director **as credentials permit.**
11. Provide clinical instruction when directed by the director **as credentials permit.**
12. Participate in and assist with special projects as requested by the director (Career Fair, Advisory Committee, Health Scholars Camp, Graduation, Pinning, etc.).
13. Participate in college committees/activities as desired and recommended.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree in Nursing plus two (2) years paid experience as an RN.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Licensure as a registered nurse in the state of Florida (and Georgia – Preferred).

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to stand, sit, and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.