

JOB DESCRIPTION



Position Title: Director of Allied Health Programs

Department: Allied Health

Employment Category: Exempt Staff

Primary Location: District-wide
Based at the Downtown Center

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: EX13

Position Summary: The Director of Allied Health Programs is responsible for providing district wide administrative direction and leadership to the department of Allied Health. Developing, implementing, evaluating and maintaining the programs of learning in accordance with accreditation/certification and regulatory agencies and college standards. Cultivating relationships with local, state, regional and national health and professional organizations and regulatory and licensing agencies. Preparing and administering the budget and strategic plan.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Directs and supervises the work of faculty and staff within the Allied Health department, providing day-to-day management of staff and programs; evaluating programs, classes, clinical sites and/or faculty regularly via on-site visits and/or one-on-one meetings; developing, implementing, monitoring and maintaining budget plans for programs; directing and managing all personnel related activities for programs; serving as initial administrative contact for complaint resolution and/or grievances for faculty, staff and students

Develops program curriculum, ensuring programs meet college and regulatory agency requirements and standards; evaluating and analyzing program effectiveness

Researches and identifies funding sources; prepares grant and program proposals; identifies programmatic needs; prepares budget and proposed scope of work; manages the fiscal and operational aspects of externally funded projects; ensures externally funded expenditures are compliant with grant requirements; meets deadlines and prepares reports for funding agencies and college administration

Communicates with administrators and colleagues, private and public sector representatives and representatives from other educational agencies to determine new courses and/or program viability; directs needs-assessment process for nursing program; analyzes data, meets with agency representatives and makes program recommendations; develops, implements, directs, monitors, evaluates and updates program policies and procedures in accordance with state and federal accreditation/certification standards, and college policies and procedures; maintains accreditation and certification requirements for all programs

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Serves as liaison with county, state and national healthcare and regulatory agencies; represents the college and the program at meetings, conferences and seminars; participates in professional organizations

Develops and directs the program admissions procedure, overseeing and advising prospective and current students of program requirements and policies, academic progress, studying and test taking skills

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Bachelor's degree in nursing from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Five years' experience in program development, teaching and/or management within an academic, higher education environment

Arizona DPS Fingerprint clearance card for clinical access

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Knowledge of medical profession practices

Knowledge of management practices and principles

Knowledge of strategic and budget planning

Knowledge of grant writing protocols and compliance procedures

Skill preparing budgets and funding proposals

Skill monitoring and administering budgets

Skill interpreting and applying regulations, standards and policies

Skill in presenting ideas and concepts orally and in writing

Skill in effective supervisory practices and techniques

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

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Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Ability to prepare complex reports and respond to inquiries as appropriate

Work Environment: Work is primarily performed under limited supervision. Incumbent generally performs work in a typical office or classroom setting with appropriate climate controls. Travel is required. May require early morning, evening, and weekend work

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally, and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Dean of Nursing and Allied Health

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.