

Job Title: Nursing Program Coordinator

Supervisor: Campus Administrator

Employment Terms: 11 Months

Salary Range: \$55,800 - \$75,800

Skill Sets:

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Nursing skills
- Leadership
- Professional Management
- Computer Technology
- Teamwork

Essential Duties and Responsibilities:

- Supervises the nursing assistant program
- Evaluates the nursing assistant program
- Ensures that program instructors meet the board of nursing qualification and are authorized by the board of nursing
- Ensures that the program meets the requirements of Article 8 of the Arizona Nurse Practice Act.
- Ensures that the program meets federal requirements regarding clinical facilities under 42 CFR 483.151
- Submits program renewal applications every two years as required by Arizona Nurse Practice Act.
- Resolves program and board of nursing grievances
- Collaborates with program instructors and program leadership
- Collaborates with the Arizona Board of Nursing as required
- Attends monthly Arizona Board of Nursing program coordinator meetings
- Recommends program modifications based on outcomes
- Ensures that student surveys are completed and analyzed
- Serves as resource during off hours clinical hours

Knowledge and Skills:

- Knowledge of Career and Technical Education and the CTE Delivery Model
- Knowledge of safety and/or sanitation procedures appropriate to field of instruction; industry standards within the area of instruction; resources available to facilitate a successful learning environment.
- Ability to use tools and equipment related to area of instruction
- Ability to use appropriate technology and able to use as an integral part of instruction
- Willingness to work with high school youth and adults
- Demonstrate strong organizational and communication skills
- Able to be on call for off hours clinical rotations

Requirements:

- Current registered nurse license that is active and in good standing under ARS Title 32 or multistate privilege to practice as an RN under A.R.S. Title 32, Chapter 15
- Possessing at least two years of nursing experience at least one year of which is in the provision of long-term care facility services
- Valid IVP Fingerprint Clearance Card or be able to obtain one
- Valid Arizona Driver's license
- Background check
- BLS CPR certification

Evaluation: This position has a 90-day probation period, plus a yearly evaluation

Closing Date: Open until filled

Start Date: TBD

Application Procedure:

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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