

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

COORDINATOR, HEALTH AND SAFETY SCIENCES

Salary Range 22

BASIC FUNCTION:

Under the direction of the Dean of Health and Safety Sciences, serves as a resource and supports the functions for registered nursing (RN), radiologic technology (RADT), respiratory care (RCP) and vocational nursing (VN) programs (Nursing Program).

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Coordinates and manages daily activities of Nursing program, including student and program advocacy and outreach. (E)
- Disseminates information, written and verbal, to students and the public regarding the courses and programs offered by Health and Safety Sciences; answers questions pertaining to course/program requirements and admission criteria. (E)
- Maintain division's website content pertaining to the Nursing Program. (E)
- Accepts and review application packets, including transcripts, from applicants for Nursing Program; establishes files for review by Director of Nursing; maintains correspondence with applicants pertaining to their status. (E)
- Monitor and maintain student eligibility, waiting lists and rosters for the Nursing Program. (E)
- Monitor vocational nursing license expiration dates for LVNs enrolled in the RN advanced placement program and those on the waiting list. Follow-up with students. (E)
- Coordinate with Los Angeles County EMS Agency for students successfully completing EMT course. Prepare individual course completion certificates for students. (E)
- Coordinate malpractice insurance information with the Department of Risk Management. (E)
- Coordinate student and faculty security access with local hospital(s) and clinical facilities. (E)
- Maintain affiliation agreements for clinical facilities; coordinate with clinical facility contacts to ensure compliance, keep track of expiration dates, and coordinate with Business Services to submit annual certificates of insurance. (E)
- Prepares purchase requisitions; assigns account numbers; verifies availability of adequate funding; inventories and orders office supplies; contacts vendors regarding product/pricing information for instructional supplies and equipment; and follows up with vendors and/or Office of Business Services regarding status of purchase orders. (E)
- Coordinates, prepares, and submits the Health and Safety Sciences section of the schedule of classes; assigns classrooms, maintains room book for lab and classroom usage; submits changes/updates as needed. (E)
- Coordinate processes related to nursing diagnostic assessment. Monitor and prepare correspondence regarding results. (E)
- Maintain student eligibility list for the National Registry of Emergency Medical Technician examination. (E)
- Assist with compilation of data for reports submitted to accrediting bodies and the Chancellor's Office. (E)
- Completes and submits forms related to Adjunct/Overload and supplemental payroll reports. (E)
- Provide adjunct nursing faculty with compliance documents in preparation for clinical assignments, i.e., physical exam form, drug screen information, hospital orientation materials, name badge requisition form, hospital security form. Coordinate with hospital representative(s). (E)
- Coordinate volunteer paperwork for graduate students mentoring with full-time nursing faculty; ensure compliance with hospital requirements and obtain appropriate affiliation agreement from graduate student's school. (E)
- Arrange and coordinate medical waste disposal and laundering of linens for nursing labs. (E)

- Performs a wide variety of other administrative and clerical duties and functions including such items as completion of forms, preparation of certificates, preparation of rosters, updating information packets, and schedule classrooms and labs. Records and transcribes minutes of division and advisory committees; prepares agenda items; maintains records and files; receives and distributes mail, initiates and answers telephone; screens calls, and schedules appointments for the Dean. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years of college-level course work in education, Health Sciences, or related field and three years increasingly responsible clerical or office coordination experience.

KNOWLEDGE OF:

- Operations, procedures and activities of the Nursing Program.
- Philosophy, objectives and policies of the Nursing Program.
- Career and occupational resources, trends and opportunities.
- College entrance requirements and procedures, State licensing and accreditation.
- Methods and techniques used in the Nursing Program.
- District organization, operations, policies and objectives.
- Modern office practices, procedures and equipment.
- Statistical record-keeping techniques.
- Establishment of files and information retrieval systems.
- Operation of office machines including computer equipment/applicable software.
- Basic math and statistical analysis in preparation of budget.
- Correct English usage, spelling, grammar, and punctuation.
- Principles of training and providing work direction.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Perform responsible administrative support duties for the Dean.
- Coordinate and oversee the daily operation, services and activities of the Health and Safety Sciences Office.
- Interpret and apply rules and policies with good judgment while carrying out a variety of office assistance, analytical and administrative detail assignments.
- Provide specialized assistance and information concerning the Nursing Program and college entrance to students, faculty and others.
- Provide information and materials related to the Nursing Program career/college opportunities.
- Train and provide work direction to others.
- Compose correspondence independently.
- Perform difficult and complex office assistance, record keeping, and administrative detail work with speed and accuracy.
- Compile and verify data and prepare reports.
- Use a typewriter, computer terminal and other office equipment efficiently.
- **Type at 50 words net per minute from clear copy.**
- Compile and organize data and prepare reports.
- Learn and apply procedures, rules, regulations and terminology concerning the Nursing Program.
- Skillfully operate automated equipment and standard applications software.
- Deal tactfully and courteously with others in answering questions, disseminating information and providing assistance regarding the Nursing Program policies and operations.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

- Work independently with little direction.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff, faculty, vendors, and external agencies.

PHYSICAL EFFORT:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Lifting light objects.
- Reaching to file and retrieve records.

WORKING CONDITIONS:

- Health Sciences environment.
- Constant interruptions and frequent interaction with students and staff.