



Position Opening Notice Director of Nursing & Allied Health Programs

Tillamook Bay Community College (TBCC) is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon. TBCC is seeking an experienced, enthusiastic and highly skilled candidate to serve as the Director of Nursing and Health programs. The candidate must be passionate about the college's mission which is to provide access to quality education in response to the needs of the community.

General Statement

Tillamook Bay Community College (TBCC) is seeking an eager, energetic, motivated person to fill the position of Director of Nursing & Allied Health Programs. This position is responsible for the development, implementation, and operation of the nursing and health programs. The Nursing Director is an influential leader in the expansion, revision, and success of all curriculum. Included within the scope of this position is the supervision of nursing faculty and students. The chosen candidate represents the college in the community and is willing to negotiate, establish, and maintain effective working relationships. They must be competent in collaborating and contracting with federal, state, and local agencies. The Nursing & Allied Health Programs Director coordinates fiscal planning and budget administration and is willing to collaborate with interdisciplinary team to achieve goals. The candidate ensures the ongoing quality of all health programs and maintains positive relationships with students, faculty, and external stakeholders. They must be organized, professional, and independent with excellent time management and organizational skills.

Organizational Relationship

Reports to the Dean of Career and Technical Education.

Major Areas of Responsibility

- I. Nursing & Health program development & success
- II. Liaison between TBCC & all stakeholders
- III. Budgeting
- III. Nursing faculty supervision
- V. Student guidance & success
- VI. Other duties as assigned

Specific Responsibilities

Nursing & Allied Healthcare Program Development

- Promotes the mission, values, and core themes of Tillamook Bay Community College.
- Reviews and interprets Oregon Administrative Rules, Chapter 851, Division 21 in its entirety to assist in the development and implementation of TBCC Nursing and Allied Healthcare programs.
- Understands and follows federal, state, and local government laws and regulations that govern establishing new programs, growing existing programs and monitoring the success of current programs.
- Serves as liaison between the Oregon State Board of Nursing (OSBN), TBCC, and other healthcare affiliates.
- Acts as leader in the development, implementation, and evaluation of Nursing and Allied Healthcare curriculum and instruction.
- Develops and maintains relationships with applicable local, state, regional, and national agencies.
- Provides leadership and coordinates the educational and administrative aspects of these programs.
- Analyzes program data and creates reports required by TBCC, accreditation agencies, and OSBN.
- Attends state/regional meetings to maintain professional and program growth.
- Maintains positive and constructive relationships with interdisciplinary team, program affiliates, and community.
- Facilitates communication and convenes regularly scheduled department meetings.
- Builds the course schedule for Nursing and Health curriculum and ensures supplies/equipment are available and maintained.

Budgeting

- Manages the financial affairs, including budgeting and partnership Memorandum's of Understanding, within the Nursing and Health programs.
- Develops a replacement equipment and inventory list and budgets accordingly.
- Monitors overall spending within department and grants.
- Seek grants and partnerships with pertinent stake holders.
- Pursues external funding and other donations.
- Ensures continued compliance with OSBN and accrediting agencies.

Nursing Faculty Supervision & Student Guidance and Success

- Provides effective leadership, vision, and commitment to faculty and student success.
- Creates a work environment that is positive and conducive to teaching and learning.
- Investigates and mediates student, faculty, and staff complaints.
- Provides written plan for orientation and mentoring of nursing faculty and students.
- Evaluates faculty via performance reviews. Recommends candidates for faculty appointment, retention, and promotion.
- Teaches classes as the administrative workload permits.

- Follows state rules in ensuring faculty maintain necessary licensure.
- Coordinates the development of class schedules with the nursing faculty and the college administration.
- Directs the development and evaluation of policies and standards for the selection, admission, safety, promotion, and graduation of nursing students.
- Coordinates the admissions process and ensures that prospective students are evaluated fairly and ethically.
- Prepares and conducts the orientation program for new students.
- Gathers and analyzes data about enrollment, retention, and completion of programs.
- Plans and schedules clinical experiences, and performs follow-up evaluations with clinical agencies.

Other Duties as Assigned

- Ensures professional development by maintaining licensure and participating in continued education.
- Upholds a positive representation of the programs to the public.
- Other duties as assigned.

Required Qualifications

Education: A Master's degree in nursing.

Only degrees received from an accredited institution will be accepted: accreditation must be recognized by the office of degree authorization, US Department of Education, as required by ORS 348.609. Final candidate will be required to provide official transcripts for required degree.

License: Current unencumbered Oregon R.N. license.

Experience: Five years of full-time nursing experience, at least 2 years must have been in direct patient care, and at least 3 years must have been in a nurse educator or administrative position in a nursing education program. Candidates without this experience may be considered as allowed by the OSBN.

Competent in Microsoft Office programs such as: word, excel and development of spreadsheets, and other programs that assist with data management.

Must pass a criminal background check and drug screen.

Application Information

Applicants must submit the following:

- A completed TBCC application available at: <https://tillamookbaycc.edu/about-tbcc/human-resources/>
- A cover letter

- A resume
- Unofficial copies of college transcripts – At time of hire official transcripts are required.

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.

Application packets can be emailed to briarsmith@tillamookbaycc.edu, or may be delivered by mail or in person to:

Tillamook Bay Community College
Attn: Human Resources
4301 Third Street
Tillamook, OR 97141
(503) 842-8222 ext.1022

Position and Compensation

This is a 1.0 FTE position. Salary range is Grade 22 (\$56,611 - \$80,715) and is dependent on experience. Benefits are in accordance with Board Policy. TBCC may have transitional housing available at a reduced rate to assist qualified applicant in relocating to Tillamook.