



Position Opening Notice

Office of Instruction: Program Coordinator, Healthcare

Position Title: Healthcare Program Coordinator

Type: Full Time, 1.0 FTE

Location: Tillamook Bay, OR

Department: Office of Instruction

Compensation Band: 17

Salary: 46,574.7 to \$66,404.42

Initial Placement: Generally not to exceed the mid-point (\$55,612.66) based on qualifications, experience, and internal equity.

FLSA: Exempt

Term of Employment: July 1 - June 30

Annual: 1.0 FTE position; Leave in accordance with current TBCC Policy 312 and corresponding regulations.

Organizational Relationship: Director of Nursing

Note: Travel and/or night work may be required on an "as needed" basis.

Posting Open: December 6th 2022-January 3rd, 2023

College and Area Information

Tillamook Bay Community College (TBCC) is seeking an experienced, enthusiastic, and highly skilled candidate to serve as our new Healthcare Program Coordinator and to work in conjunction with and support of the College's mission: to serve our diverse community equitably through educational excellence, community collaboration, and opportunities for lifelong learning.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon: the county seat of Tillamook County. The county has a population of 26,000 and TBCC serves nearly 2,000 students during the academic year

General Statement

This position provides oversight and program coordination within the Office of Instruction. Working directly with the Director of Nursing and Allied Health and the Vice President of Instruction and Student Services, this position oversees processes and systems, and coordinates across multiple internal and external stakeholders to achieve healthcare program goals. Work is performed independently, and incumbents exercise

considerable judgment and respond to complex, technical and sensitive issues that may have significant impact.

Specifically;

1. Assists Director in the oversight and monitoring of instructional quality processes as well as program coordination for all TBCC Allied Healthcare Programs.
2. Researches and assists with the development of new allied healthcare programs that benefit our county and meet healthcare industry need.
3. Works with Director to facilitate healthcare audits and ensures all healthcare programs meet the state and/or national requirements.
4. Facilitates program/testing of students within nursing and allied health programs.
5. Monitors and implements solutions that improve healthcare student access and success.
6. Represents TBCC Allied Healthcare programs in the community.

Major Areas of Responsibility

- I. Instructional Quality and Support
- II. Nursing and Allied Healthcare Program coordination
- III. Data collection and continuous improvement
- IV. Maintenance of student files for audit
- V. Program compliance with state and federal agencies

Specific Responsibilities

- Performs project management as assigned by Director and/or Vice President
- Collaborates with Director of Nursing and Allied Health in the research and purchasing of equipment/supplies
- Collaborates with vendors in managing preventative maintenance and minor repairs of equipment, manikins, task trainers, and other laboratory items
- Coordinates and organizes the use of simulation and healthcare skills laboratories with Nursing and Allied Health faculty
- Collaborates with Director of Nursing and Allied Health to create and maintain policies and procedures
- Maintains simulation/laboratory schedules, supply usage, equipment, and lab hygiene/safety/security procedures
- Serves as the primary point of contact and liaison between the Nursing and Allied Health Department and the clinical partners
- Monitors healthcare program budgets
- Maintains healthcare handbooks and ensures compliance with handbooks

- Coordinates with healthcare Program Directors and faculty to deliver program orientations and assist with clinical compliance completion
- Collaborates with Director to develop healthcare program class schedules
- Coordinates Program Advisory Committee meetings
- Maintains and grows partnerships with Healthcare Programs at other schools.
- Performs public relations functions including organizing events, developing promotional materials, providing tours, and demonstrations to community partners.

Minimum Qualifications

1. Associate degree or credential in healthcare field or the equivalent years of experience in the healthcare industry.
2. Proficient in Microsoft Office applications, with an emphasis on Excel.
3. Minimum three to five years' positive work history.

Preferred Qualifications

1. Bachelor's degree in healthcare discipline and/or the equivalent years' experience in the healthcare industry.
2. Experience working in an educational environment.
3. Three to five years leadership, coordination and/or management of departments, clinics, or academic areas.
4. Knowledge of innovative and effective classroom teaching.

Knowledge, Skills, Abilities

1. Requires superb people skills, ability to multitask, and a calm demeanor, with a knack for productive collaboration across functional areas.
2. Strong writing skills.
3. Effective presentation skills.
4. Strong organizational skills.
5. Ability to work independently and in a self-directed manner.
6. Ability to handle multiple priorities in a multi-tasking environment.
7. Ability to carry out confidential tasks or manage situations with tact, sensitivity and discretion.
8. High degree of professionalism and service orientation with respect to the quality of work and interaction with others.
9. Flexible and able to coordinate multiple complex activities, set priorities and work independently under deadline with attention to detail.
10. Ability to work in an environment where ambiguity is not uncommon and where development and implementation phases may occur simultaneously.

Application Information

Complete application packets will have first consideration. The submission of all required application materials is the responsibility of the applicant. Position is open until filled.

For priority consideration, packets must be received by midnight, January 3rd.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to HR@tillamookbaycc.edu

Applications may also be mailed to:

Tillamook Bay Community College
Attn. Human Resources
4301 Third Street
Tillamook, OR, 97141

To print application, go to <https://tillamookbaycc.edu/about-tbcc/human-resources/> and choose the staff application packet.

Compensation

This is a 1.0 FTE position, Grade 17 (exempt). Annual salary range is \$46,574.73 (Step 1) to \$66,404.42 (Step 13). Salary placement is dependent upon experience and education, but rarely exceeds mid-range (Step 7, \$55,612.66).

Benefits are in accordance with Board Policy. Full employer paid PERS (employer pays 6% PERS contribution). After one year, employees receive 4 weeks paid vacation.