



DATE ISSUED: 08/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Coordinator for Health Careers Education

JOB SUMMARY

Coordinates, manages, and implements several activities related to the AHEC grant, as directed by the Senior Grant Project Manager – AHEC, following organizational policies and Federal guidelines. The main requirement for this position is to recruit, retain and manage a minimum of 100 students per year into the AHEC Junior Scholar curriculum, a two-pronged approach encompassing explorative, profession-specific activities while simultaneously providing activities to develop participants' skills within the areas of written and oral communications, professionalism, cultural competency, and ethics. Additionally, another 30 students must be recruited, retained, and managed into the Federal AHEC Scholar program for supplemental training as outlined by the Federal Scope of Work. And finally, an additional 5 people must be recruited, retained and managed through completion of a Community Health Worker program. The individual also provides record keeping of activities and program participants. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Senior Grant Project Manager-AHEC

Supervises: May supervise some program staff, volunteers, or Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Recruits, retains and manages students in the Junior Scholar and AHEC Scholar programs.
- Negotiates with Clinical Education providers (preceptors) and sites
- Collects and enters data and ensures accuracy of program data.
- Ensures that support services are provided to TWU and to the community.
- Works with Clinical Education coordinators at institutes of higher education.
- Maintains good public relations.

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- Provides administrative support.
- Anticipates program needs and provides recommendations.
- Prepares students for health careers using the AHEC curriculum, a two-pronged approach encompassing explorative, profession-specific activities.
- Provides activities to develop participants' skills within areas of written and oral communication, professionalism, cultural competency and ethics.
- Records and tracks the progress of activities by program participants.
- Conducts annual survey of past and current HCPP program participants to mark participants' progress in health career track.
- Monitors activities of projects to assure that policies and guidelines are observed.

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Two years in a generally related area; higher education or health career experience preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of federal and state grants, and emerging issues in health care.
- Knowledge of medical terminology and clinical procedures such as phlebotomy, dissection, suturing.
- Ability to teach and to learn how to present biological/medical procedures to student and health professionals.
- Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to represent the department and University in a friendly, courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature: _____

Date: _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.