



Job Description

Job Title: Clinical Coordinator
Reports To: Program Director
Classification: Full-time, Exempt

Summary

The primary purpose of this position is for overall coordination of clinical sites in which students receive clinical experience.

Essential Duties and Responsibilities

- Coordinates clinical sites in which students receive clinical experience.
- Coordinate student assignments and placements with faculty.
- May supervise, educate, and evaluate the clinical faculty as required by PD.
- Assist in the orientation of new faculty to their clinical assignments as necessary.
- Ensures that the clinical affiliation agreements are in place.
- Distributes documentation for student clinical experiences in advance of all clinical experiences.
- Evaluates student performance against program objectives through feedback from clinical instructors and personal observations; provides regular feedback to students to ensure strengths and opportunities be managed appropriately.
- The Clinical Coordinator must be knowledgeable about the Curriculum; be knowledgeable about the program's evaluation of student learning and performance; and effective in ensuring appropriate and sufficient evaluation of student achievement in the clinical experience.
- Evaluates clinical sites and instructors against program objectives and accreditation criteria.
- Receives and verifies student attendance.
- Ensures Registrar's records are accurate and received timely.
- Problem solves student and site issue to ensure that program mission and goals are met.
- Participates in any activities assigned by academic leadership in support of the evolution of the clinical experience including Student Rev. Boards, In-Services Training, and curriculum review.
- Builds effective relationships and partnerships in the professional community, has a working knowledge of the community needs, facilities, and how they operate to better serve the college in delivering superior experiences to students.
- Visit clinical sites/practicum as appropriate.
- Leverages community partnerships to collaborate with Career Services in helping students find employment in their field of study post-graduation.
- Completes other duties as assigned.

Supervisory Responsibilities

This position has no direct supervisory responsibilities.

Core Competencies:

Integrity and Ethics - Demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; treats people with respect; keeps commitments; inspires the trust of others and upholds organizational values.

Professionalism – Approaches other in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follow through on commitments.

Adaptability – Responds to change with a willingness and ability to learn new ways of working. Adapts approach and demeanor in real time to match the shifting demands of different situations.

Organization Support – Supports organizations goals and values. Is keenly aware of the time frame in which tasks or projects needs to be done; accepts and mirrors the level of urgency conveyed by the manager or customer being served; puts priority on the needs of the organization or the needs of its customers. Fosters collaboration and teamwork across the Institution.

Communication – Develops and delivers communication that conveys a clear understanding of the unique needs of different audiences. Listens to others and allows them to make their point.

Job Competencies:

Project Management – Responds to change with a willingness and ability to learn new ways of working. Adapts approach and demeanor in real time to match the shifting demands of different situations.

Student Success Focus – Personally, demonstrates that students and employers are a high priority; identifies student needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the student; keeps student informed about progress.

Technical Job Skills – Possesses sufficient job skills and knowledge to perform the job in a competent manner; is able to demonstrate skills and knowledge in day-to-day situations.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Below are the minimum requirements of the education, experience, knowledge, and skills required to competently perform in this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education, Experience, Skills

Must meet or exceed all standards listed in Minimum Qualifications report. Required degrees must be from institutions accredited by recognized U.S. accrediting agencies and or degrees from non-U.S. institutions will be recognized only if equivalence has been established and provided.

Language Skills – Ability to read and interpret documents such as safety rules, and policy and procedure handbooks; ability to write routine reports and correspondence; ability to speak effectively before groups of employees or students of the campus.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to use common sense in all situations; ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook and experience with Student Information Systems, and LMS.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.