



Allied Health Clinical Coordinator-Program Specialist

Make a difference at Arizona Western College by supporting the next generation of healthcare professionals. This dynamic role brings together student advising, clinical coordination, and community partnership development to create meaningful learning experiences. You will work closely with faculty, students, and healthcare providers to expand clinical opportunities and ensure students are prepared for success in the workforce. Join us and help shape the future of healthcare in our community.

Salary:

\$50,544– \$53,576 per year, depending on experience.

Summary of Function:

Under the direction of the Associate Dean of Allied Health Programs, the Allied Health Clinical Coordinator & Program Specialist will act as a liaison between all Allied Health programs and appropriate healthcare facilities to identify clinical opportunities and facilitate externship opportunities. This position will facilitate and participate in new faculty/instructor orientation activities, clinical scheduling, information sessions, application processes, lab supply management, student and staff records management, academic advising, and recruitment activities.

Typical Duties:

- Serves Students. Provides academic advising and application information on all Allied Health programs, including, but not limited to, information sessions, one-on-one sessions, or community events. Facilitates and coordinates student clinical experiences and orientations in conjunction with program directors and/or coordinators.
- Maintains student, faculty, and instructor clinical health and safety records. Monitors, maintains, and processes program applications in conjunction with program directors and/or coordinators as allowed by accreditation and/or state regulations.
- Manages all skills lab supplies and inventory, ensures appropriate maintenance of equipment, and maintains adequate stock levels for instruction.
- Facilitates and coordinates clinical faculty support by planning and implementing semester orientations for new faculty, and by providing mentorship and continued educational opportunities for faculty members in programs being supervised by the Associate Dean of Allied Health Programs.
- Collaborates with clinical facilities, the Onvida clinical coordinator, and/or clinical education staff. Collaborates with faculty, instructors, and appropriate college and community partners. Liaises with clinical facilities to identify clinical and healthcare facilities' clinical/externship/apprenticeship opportunities to support expansion and enhancement of program opportunities.
- Participates in recruitment activities in collaboration with college and community partners. Participates in new program development.
- Participates in professional development activities/opportunities. Attends and participates in departmental meetings.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- Minimum of 1 year of office management experience, including organizing and tracking data and management of records
- Minimum of 1 year of experience directly managing projects, and/or coordinating training site use, and/or collaborating successfully with industry partners
- Applicants may indicate any additional language proficiencies in their application materials, including English/Spanish, as relevant to the position
- An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered

Additional Eligibility Requirements:

- Arizona Driver's License or Equivalent

Classification:

- Exempt

Position Type & Work Schedule:

- Full-time, 12-month position
- 38 hours per week
- Monday-Thursday, 7:00 am-5:00 pm
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

Knowledge, Skills, and Abilities:

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow, and operating procedures
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications, especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Skill in performing a variety of duties, often changing from one task to another of a different nature
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to be flexible and supportive, positively and proactively assimilate change in a rapid growth environment
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to schedule the work of others
- Ability to adapt to a dynamic workload and demands
- Ability to adapt and maintain professional composure in emergent situations
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, students, and community contact and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department, or institutional needs
- Must be able to perform duties in a variety of weather conditions

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking
- May lift, carry, push, and/or pull, at times, a minimum of 10 pounds
- Occasionally stoop, bend, kneel, crouch, reach, and/or twist
- Safely and appropriately operate golf carts or district vehicles
- Must be able to navigate various departments of the organization's physical premises

Travel:

- Required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department, and institutional needs
- Some travel locations will include: Parker Campus, San Luis Campus, Healthcare Careers Center

Note:

- Yuma Campus
 - Benefits Eligible
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APPLICATION PROCEDURE:

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter

ADDITIONAL DETAILS:

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
 - The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice
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ADDRESS INQUIRIES TO:

Arizona Western College

Human Resources

Phone: (928) 344-7505 / FAX: (928) 317-6001 / TTY: (928) 344-7629

Email: Human.Resources@azwestern.edu

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