

Job Description

Position Title: Manager, Nursing Program

Job Group: Academic Affairs

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Exempt

Position Summary:

The Nursing Program Manager functions within the Division of Health Professions and oversees the Certified Nursing Assistant, Caregiver, and Licensed Practical Nursing programs, all of which supports a student-centered learning environment focused on helping students achieve their educational goals. The Nursing Program Manager supervises CNA and LPN instructors that are allocated teaching responsibilities that achieve the course, the Program, the Campus, and the College outcomes. The Nursing Program Manager actively engages in community outreach, evaluation of program outcomes, and contributors to the change process, driven by the College, Campus, and the Program strategic plans.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Supervise staff to include assigning/prioritizing work, evaluating performance, ensuring training, and making hiring, termination, and disciplinary recommendations.
2. Assist in the implementation of program goals and objectives.
3. Coordinate with multiple disciplines, District Office, and community partners for clinical and learning opportunities.
4. Monitor program activities and budget to ensure compliance.
5. Assist with the implementation of special projects and program review.
6. Participate in the development, preparation, and monitoring of operational budgets relating to the Licensed Practical Nursing and Nursing Assistant Programs.
7. Maintain accreditation standards set forth by the accrediting bodies.
8. Monitor program learning activities.
9. Monitor and ensure that required resources are requested for the program operation and student success.
10. Collaborate with other college health programs.
11. Collaborate with student services to ensure student access.
12. Monitor students and staff for participation, success, and compliance with regulations.
13. Participate on a variety of boards and commissions.

14. Assist in the development, implementation, and coordination of program enhancement, program guidelines, goals, objectives, and activities.
15. Participate in fostering partnerships that strengthen educational opportunities in response to community needs
16. Represent the department and/or campus on College-wide committees
17. Work collaboratively with faculty, staff, and students, and utilize a collegial style in all forms of communication
18. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of internal and external customer service principles and practices
- Knowledge and application of organizational and time management principles
- Knowledge of principles and methods for promoting programs and services
- Knowledge of project management principles
- Knowledge and application of various instructional methodologies
- Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
- Ability to apply effective written and verbal communication skills

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Minimum qualifications for the position are governed by the Arizona State Board of Nursing statute R419-203 and PCC certification standards
- Master's degree in Nursing (MSN)
- Three (3) to five (5) years of related experience with teaching and supervision in college administration.
- Current Arizona Registered Nursing (RN) License or multi-state compact Nursing License that designates privileges to practice in Arizona Current, unencumbered in Arizona
- Minimum of one-year full-time experience teaching in or administering a nursing education program leading to licensure.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- On-call rotation duties
- Some evening or weekend work hours