

West Virginia Rural Health Education Partnerships

SITE COORDINATOR

JOB DESCRIPTION

LINE OF AUTHORITY: Responsible to _____ Consortium Board of Directors and _____ Administrator

JOB SUMMARY: Responsible for implementing all policies of the consortium Board and coordinating all activities at the _____ consortium site and sub-sites for the education of health science students. Must work closely with staff, faculty, and students from the WV Higher Education Policy Commission, as well as healthcare professionals participating in the program. Responsible for the development, implementations and monitoring of consortium budget as approved by the consortium Board. Coordinator will be required to keep abreast of clinical issues and concerns in order to assure the successful integration of the program with all consortium sites.

QUALIFICATIONS:

1. **Education/Experience:** BS/BA degree strongly preferred. Under special circumstances, experience in a similar program may be substituted for education on a year-to-year basis but a BS/BA must be pursued after employment.
2. **Desirable Characteristics:** The successful candidate will possess strong organizational, leadership and interpersonal skills as well as oral and written communication competence. He/She will be detail-oriented and able to bring an issue to focus and make decisions. The ability to work without daily supervision, show considerable initiative, maintain the highest ethical behavior, and maintain confidentiality is a must. Familiarity with current computer software and electronic mail are essential.

TYPICAL PHYSICAL DEMANDS: Requires extensive travel, prolonged periods of sitting and walking. Requires valid driver's license. Requires excellent verbal, hearing, and written skills to communicate with students and administrative staff, school representatives, and state and federal officials. Ability to relate well with people. Ability to handle abrupt changes in situations. Ability to operate computer, fax, and other office equipment. Requires ability to lift items weighing up to 50 pounds.

TYPICAL WORKING CONDITIONS: Significant amount of time spent in travel. Daily contact with administration, staff, health professions students, and the community. Work may be intense and fast-paced at times.

SPECIFIC DUTIES AND RESPONSIBILITIES:

Coordinator will spend 80% of effort in direct service to students, field faculty and day to day operations of the RHEP consortium at the local level. This may include a significant amount of travel to meetings and other supportive means to facilitate and plan student and field faculty direct services. This includes the following duties and functions:

1. Supervise and maintain the use of the Learning Resource Center, its materials and equipment
2. Coordinate community involvement in the program at the discretion of the consortium governing structure.
3. In cooperation with the On-Site Director of Clinical Education, plan and hold local faculty development activities for consortium field faculty
4. Schedule student rotations, including the utilization of the TRACKER© program.
5. Maintain frequent communication with school-based schedulers and coordinators concerning scheduling of rotations, identification and orientation of new field faculty and other student or faculty issues regarding input from the schools.
6. Find, coordinate, and maintain local resources for the housing of students involved in the program.
7. Orient health sciences students to community and local aspects of the program.
8. Coordinate program and community outreach activities of students.
9. Schedule, coordinate and support all activities related to interdisciplinary sessions.
10. Attend student rural health information fairs at the state colleges and universities.
11. Perform other duties reasonably related to the program

Coordinator will spend 20% of effort in administration and operational aspects of the program or other major funded programs that coincide with RHEP as directed. This includes, but is not limited to, the following duties and functions:

1. Budget oversight and implementation may be required.
2. Coordinate local public relations for the program, including communicating with legislators and the media.
3. Develop cooperative network with other Site Coordinators, various committees, and Board involved in the program, including attending local and/or statewide meeting of these groups.
4. Prepare program reports on consortium activities through the TRACKER© program to the WVU Office of Rural Health, WVRHEP Associate Director/Site Liaison, and others as required.
5. Perform other duties reasonably related to the program.

Reporting Responsibilities

Site Coordinators shall report to their advisory/governing board information in a timely and efficient manner as determined by the board.

Consortium boards have the right to request additional information and/or reports from the site coordinator as deemed appropriate.

Information to be provided to all RHEP boards by site coordinators are as follows:

1. Monthly Tracker Reports - Information including student community service, research and rotation placements (reports may be re-formatted or condensed as desired by the board).

2. Quarterly Student Evaluation of Rural Field Experience (SERFE) survey data and open-ended comments for the consortium.
3. New policies/updates to existing WVRHEP policies
4. Update from the statewide advisory panel meetings held 5 times annually
5. Quarterly Financial Reports
6. Annual Report and Recruitment and Retention Information

STATEMENT OF UNDERSTANDING: I have read, understand, and accept my job description which includes general and specific duties. In addition, it has been explained and I understand the performance evaluation process that is used by this consortium and lead agency.

Employee Signature

Date

Revised 7/04