

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Allied Health Programming Consultant

DEPARTMENT: Instruction

REPORTS TO: Vice President of Instruction

SUPERVISES: N/A

DOCUMENT STATUS: New/Date: 12/10/2021 **Revision #** 2 **Date:** 2/24/2021

TRAVEL: Travel is required

SALARY: \$10,000.00 (To fulfill the terms of the grant. Position ends/Deadline 06/30/2022)

TRAVEL: Travel is required

COLLEGE-WIDE X **CAMPUS:** RANGELY X CRAIG

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

We are looking to hire an independent, highly motivated individual with broad and extensive experience in the health care fields to advise CNCC on future workforce and academic programming in Allied Health. CNCC currently has several health related programs including Nursing, Emergency Medical Services, Certified Nurse Aid and Dental Hygiene. Consideration of new college programs will need to include local and regional workforce needs, assess accreditation and compliance requirements, cost to start and maintain a program, and the cost-to-benefit analysis of prospective programs within CNCC's existing fiscal and academic infrastructure. The consultant is expected to work closely with regional hospitals and health care facilities in addition to briefing members of the Academic Leadership Team on a regular basis. This contract will be renewed monthly as specific benchmarks and deliverables are met. In addition to salary, an operational budget is included. This program directly reports to the Vice President of Instruction.

PRIMARY DUTIES:

- Determine community and regional allied health needs by direct consultation with healthcare stakeholders.
- Research short-term and long-term employment/market trends in allied health fields.
- Ensure workforce demands are in alignment with student enrollments in selected health fields.

- Determine accreditation requirements for specific programs and costs associated with program and student licensures.
- Assess existing CNCC and the Colorado Community College System infrastructure as a contributing factor in program selection.
- Provide a detailed startup cost analysis of a program including space considerations, equipment purchases, staffing requirements, marketing priorities, etc.
- Research program courses to be taught, contact hours, certificate and associate requirements pertaining to program approval within CNCC and CCCS.
- Incorporate student funding considerations for programs including, but not limited to, financial aid assistance, government incentives, scholarships, average career salary, etc.
- Build connections with local partners in selected program development including collaborations, prospective advisory board members, donors, etc.
- Regularly consult with and provide reports to the Vice President of Instruction and Academic Leadership Team and meet monthly deliverables.

TIMELINE & DELIVERABLES

- March 31, 2022
 - Documented 5-10 meetings with healthcare stakeholders in CNCC's service area.
 - Cursory report on approximately 10-15 allied health care programs with market research and preliminary cost-benefit analysis.
- April 30, 2022
 - In consultation with the Academic Leadership Team, research selected programs in greater detail including specific market research, profession trends, preliminary budget, hurdles for success etc.
- May 31, 2022
 - For selected program(s) with high success probabilities, report on detailed programmatic aspects including accreditation, courses, detailed budget, staffing challenges, etc. in a formal program proposal and presentation to the Academic Leadership Team.
- June 30, 2022
 - For selected program(s), provide a detailed blueprint and realistic timeline for program development at CNCC including accreditation steps, marketing campaigns, hiring, etc.

ESSENTIAL QUALIFICATIONS:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

- Documentable experience in the healthcare field
- Highly motivated and independent worker
- Ability to write complex reports and visualize data
- Familiarity with CNCC and CCCS academic and non-academic programs

Equipment Skills:

Knowledge of the following equipment/machines is necessary in the performance of the duties of this position.

Minimum or Required:

- Microsoft Office
- Computer and Printer
- Telephone/voice mail
- Copier

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than ½ hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting			X			
Stationary Standing			X			
Walking					X	
Ability to be Mobile				X		
Crouching (bend at knees)			X			
Kneeling/Crawling		X				
Stooping (bend at waist)		X				
Twisting (knees/waist/neck)		X				
Turn/Pivot		X				
Climbing		X				
Balancing		X				
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity			X			
Pushing/Pulling						
1 - 10 lbs.					X	
11 - 20 lbs.					X	
21 - 35 lbs.				X		
36 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.					X	
11 - 20 lbs.					X	
21 - 35 lbs.				X		
36 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.		X				

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone				X		
Hearing in Person					X	
Hearing on Telephone				X		
Vision for close work					X	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)			X			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)			X			
Other environmental requirements:						

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____