Job Title: Director of Health and Community Services

Department: Corporate and Continuing Education

Date: Revised August 2005

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Plan, organize and direct the instructional and administrative activities of the Health and Community Services areas for Corporate & Continuing Education. Provide program leadership that will ensure a quality training process. Provide highly responsible staff support to the department dean. Coordinate assigned activities with other continuing education divisions.

Characteristic Duties and Responsibilities:

1. Participates in the development, planning, recommendation, implementation, and administration of goals and objectives and policies and procedures; develops and recommends new or modified programs, courses, policies and procedures; supports instructional initiatives of Continuing Education and the college.

2. Participates in monitoring and coordinating the development and visibility of training courses and programs; ensures that courses and programs reflect current practices and comply with policies and procedures, goals and objectives.

3. Develops, reviews, recommends for approval and monitors the use course outlines, materials and textbooks; stays current on training techniques and methods.

4. Manages the supervision, contracting, evaluation and professional development plans of staff; prepares recommendations for staff recruitment; coordinates the recruitment, selection, contracting and evaluation of part-time staff.

5. Participates in the selling and marketing of programs; coordinates the activation of advisory committees; make presentations to outside contacts.

6. Participates in the development and administration of the divisional budget; forecasts and recommends funds needed for staffing, equipment, materials, and supplies; monitors and recommends approval of expenditures.

7. Coordinates administrative operations within the division; coordinates the ordering of training manuals and materials; designs and approves workloads and areas of responsibility; recommends and implements policies and procedures.

8. Uses the college Classification/Compensation system and other related policies and procedures and NC Administrative Code as affects the division.

9. Confers with and advises appropriate administrators; responds promptly to requests for information.

10. Coordinates assigned instructional and administrative activities with those of other instructional divisions and outside agencies and organizations.

11. Develops and serves on committees and task forces; attends regularly scheduled meetings; researches and develops recommendations related to the business of the division.
Job Description

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Date: Revised August 2005

Job Code: 
Grade: M
FLSA: Exempt

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12. Appoints coordinators with the approval of the dean.

13. Schedules classes to meet students needs at appropriate locations/times/formats; provides appropriate office support.

14. Represents the college as requested; develops and instructs classes as required; performs related duties.

Reporting Relationships:

Direction Received: Reports to Associate Dean, Corporate and Continuing Education.
Direction Given: Direct supervision as a first-line supervisor over professional exempt staff and administrative support staff.

Minimum Requirements:

Requires broad knowledge of basic theories and principles, concepts and methodology of a general professional field acquired through completion of a Bachelor’s degree in Nursing and a Master’s degree is required, as well as, a current license as a Registered Nurse in the State of North Carolina and two years of experience as a registered nurse and three years of experience in a supervisory/management position.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of principles and practices of program management, including all aspects of planning, implementation and evaluation of programming

Broad knowledge of the healthcare field, educational and licensure requirements in healthcare

Knowledge of healthcare accrediting agencies and governing bodies

Knowledge of principles of adult learning, teaching methodologies, instructional design and curriculum theory

Supervisory and management skills

Knowledge of counseling techniques

Strong analytical and problem solving skills

Basic business management skills, including budget management and marketing

Strong computer skills.

Working Conditions:

Typical office environment; may have exposure to classroom and clinical environment; travel to campuses

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.