COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE: Coordinator – Rehab Health

LOCATION: Rehabilitative Health Department

REPORTS TO: Department Chairperson

GRADE: CCRIPSA 10

WORK SCHEDULE: 35 hours per week, to be arranged by Department Chairperson and subject to change.

SUPERVISES: May supervise student help

ABOUT CCRI:

The Community College of Rhode Island is the state's only public comprehensive associate degree and certificate-granting institution. We provide affordable open access to higher education at locations throughout Rhode Island. Our primary mission is to offer recent high school graduates and adult learners the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs.

At CCRI, we are committed to building an inclusive and diverse campus community. We strive to hire and retain culturally competent faculty and staff members who reflect the demographics of our state and our increasingly diverse student population.

We believe that our diversity is our strength. We celebrate, support and thrive on the diverse experiences, backgrounds, and perspectives that are represented across our four campuses.

We are OneCCRI, working together to prepare learners to achieve their highest potential.

To learn about what employees value at CCRI and what it means to work here, please read about our Guiding Principles and watch videos of our employees doing what they do best: https://www.ccri.edu/equity/culture/guidingprinciples.html

BASIC FUNCTION:

To coordinate and supervise the operation of the Rehabilitative Health Laboratories, including, but not limited to, purchases, budgets, student scheduling, student records, inventory control and safety compliance. Supervise and practice lab skills with students; evaluate and grade student performance in the lab.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Present laboratory content as developed and at the discretion of the course coordinator.
- Supervise student performance in the lab, instruct student in the proper use of equipment and tools, as well as the accepted techniques for the lab work
- Set up and break down the lab.
- Coordinate all pining ceremonies with Faculty including, but not limited to, set up, invitations and program development. Assist with graduation.
- Create, update and maintain Blackboard as directed, including, but not limited to, the shell used by the department for all classes, videos, and HIPAA & Blood Bourne Pathogen records for Rehab Health department, etc.
- Assist with orientation of new faculty to department with Blackboard and Lab operations.
- In coordination with the Department Chair, manage Clinical site Information Forms, request updates from sites as necessary and post forms on Blackboard. Coordinate contract renewals as needed. Assist with the recruitment of new clinical/fieldwork sites and placement of students.
- Coordinate pre-clinical placement data including, but not limited to; student health records, contract, etc. Ensure student compliance and student readiness to go to clinical affiliations. Maintain related databases and records including but not limited to, certifications, licenses etc. and prepare reports
- Manage post-clinical paperwork for students and staff, including but not limited to, keeping logs, organizing and storage of data for accreditation. Responsible for sending post acknowledgement letters to each clinical site for all students.
- Manage the yearly HIPAA & Blood Bourne Pathogens and other training as required for students ensuing compliance for all students.
- Evaluate and grade student performance in the lab as directed. Provide input to faculty regarding students' lab performance.
- Perform basic preventive maintenance, decontamination and repairs on equipment; arrange for major repair work when required.
- Maintain the cleanliness and order of laboratory rooms and supplies; ensure the proper storage and disposal of hazardous waste materials.
- Demonstrate correct departmental procedures and techniques to students, as well as the correct use of instruments, equipment and materials.
- Assist with the development and implementation of policies and procedures for labs.
- Assist in the budget process. Purchase all equipment, supplies and materials, Maintain inventory of supplies and equipment, and order, stock as necessary.
- Proctor exams as directed.
- Assist in preparing departmental publications including, but not limited to, Policy Manuals, clinical evaluation forms, etc.
- Provide information regarding the department programs, including continuing education courses to all interested parties.
- Coordinate the faculty evaluation process. Distribute, collect and record faculty evaluations from students, as directed.
- Other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:
Must be able to use and demonstrate the safe use of laboratory equipment and supplies. Must maintain the sanitary condition of laboratory equipment and supplies. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:
This position includes minimal exposure to chemicals, materials, and equipment which may be hazardous if mishandled.

QUALIFICATIONS:

Bachelor's degree and licensure as a Physical Therapist Assistant are required, Master's degree preferred. Minimum of 5 years of clinical experience, including instruction of students in a clinic. Experience teaching, assisting or managing in an academic laboratory setting would be helpful. Current skill and knowledge in the use of information technology is required.

CCRI is an Equal Opportunity / Affirmative Action Employer.

We recognize that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Title IX Coordinator at: TitleIXCoordinator@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here: https://ccri.edu/campuspolice/pdfs/ASR-Final-92019.pdf

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