

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **HEALTH PROGRAMS SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

To provide information and assistance to students regarding college health programs including nursing, dental and medical assisting programs; and to perform a variety of administrative, professional and technical tasks in support of assigned area of responsibility.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned Director, Manager or Department Chair.

#### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

##### **Essential Functions:**

1. Respond to requests and inquiries from students regarding college health programs including nursing, dental and medical assisting; assist students in completing various forms and applications.
2. Serve as a liaison for assigned program or academic area between students, other academic departments and various community organizations.
3. Manage the application process for nursing and dental programs; input and track all pertinent application data for each nursing program applicant from receipt of application to acceptance or rejection of applicant.
4. Determine eligible applicants and establish entry lists.
5. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing health program coordination services; implement policies and procedures.
6. Develop and review relevant program materials including outreach card, educational plan and brochures; create and distribute health program informational flyers.
7. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for health program applicants; maintain and file reports; prepare statistical reports as required.

**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**Health Programs Specialist (*Continued*)**

8. Recruit students for health programs; conduct informational meetings; represent the college at high school recruitment functions.
9. Serve as co-chairperson of the Nursing Department's Recruitment and Retention Committee; attend and participate in administrative staff meetings.
10. Maintain records and develop lists of students eligible for graduation and professional licensure; submit required records to appropriate licensing agencies.

**Marginal Functions:**

1. Gather, compile and analyze data for departmental, college and State reports.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Basic services and regulations of college health programs.  
College admissions procedures.  
Modern office equipment including computers.  
Applicable computer software applications.  
Methods and techniques of recruitment.  
Principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.  
Basic mathematical principles.  
Pertinent Federal, State and local laws, codes and safety regulations.  
Pertinent accrediting body regulations.

**Ability to:**

Perform technical administrative work in a specialized area.  
Oversee the admissions process for nursing and dental programs.  
Interpret and explain departmental and health program policies and procedures.  
Prepare informational flyers, brochures and other written materials for health programs.  
Maintain accurate records and files and prepare statistical reports.  
Operate office equipment including computers and supporting software applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work including the general public.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**PALOMAR COMMUNITY COLLEGE DISTRICT**  
**Health Programs Specialist (*Continued*)**

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Four years of increasingly responsible administrative support experience including complex program responsibilities.

**Training:**

Equivalent to completion of the twelfth grade.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; extensive contact with students and faculty.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.