

POSITION DESCRIPTION

JOB TITLE: HEALTH SCIENCE CLINICAL SUPERVISOR

DEPARTMENT: CTE

DIVISION: ACADEMIC AFFAIRS

HOURLY WAGE: \$20

HOURS PER WEEK: Up to 16 Hours per week

FLSA: NON-EXEMPT

IMMEDIATE SUPERVISOR: DIRECTOR OF CTE

SCHEDULE DETAILS: CLASSIFIED STAFF/PART-TIME/9 Months

DATE OF LATEST REVIEW/REVISIONS: AUGUST 29, 2023

Position Summary

As Health Science Clinical Supervisor, you will ensure appropriate educational clinical and lab experiences for high school health science students and collaborate with clinical sites. You will supervise a small group of students in their clinical setting and provide feedback to the Health Science Instructor as needed. The Clinical Supervisor will maintain accurate records of each student's clinical hours and experiences while working towards CNA certification.

Essential Job Duties

- Assist with and maintain accurate records of each student's clinical hours and experiences.
- Make sure clinical experiences are up-to-date and in compliance with state and national accreditation standards in coordination with the Health Science instructor
- Initiate clinical updates and revisions.
- Create and monitor the clinical schedules with the Health Science Instructor.
- Develops and maintains relationships with district healthcare organizational leaders. Works collaboratively with these other external entities to promote student recruitment, retention, and job placement.

Required Knowledge, Skills & Abilities

- Must be a Registered Nurse (RN) or Licensed Practical Nurse (LPN) licensed in Missouri or possession of a temporary permit from the Missouri State Board of Nursing. Shall not be subject to current disciplinary action;
- At a minimum, have one year of Long-Term Care (LTC) experience or are currently employed by an LTC facility;
- Must attend the state-approved train-the-trainer course (virtual options available)
- Excellent communication and interpersonal skills.
- Ability to plan, organize, and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public

Positions Supervised

- None

Working Environment

- Generally, indoors in a typical office/classroom/lab/clinical environment with moderate exposure to temperature changes, noise, dust, and chemicals.
- Normal college working hours, but adjustment of hours involving evening and weekend work may be required from time to time.
- A neat appearance and appropriate businesslike apparel are required.
- The work environment characteristics described here represent those an employee encounter while performing this job's essential functions. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

Physical

- Requires daily mobility within the campus and various sites, light lifting, and physical activities.
- Input, access, and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand, walk, sit, use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein represent those that an employee must meet to perform this job's essential functions successfully. Reasonable accommodations may enable individuals with disabilities to perform essential functions.

Language/Communication Skills

- Ability to communicate effectively with various people, including staff, students, and the general public, in written and oral mediums.
- Ability to interact positively with a broad range of people on and off campus.

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