



## Job Description

**Job Title: Health Programs Compliance Coordinator**

**JTC: DAK**

**Salary Range: N04**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for the coordination and submission of materials and information that impact the accreditation of the health careers programs and continued licensure or credentialing of health careers faculty of the colleges.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of HIPPA and FERPA rules, regulations and requirements. Knowledge of criminal background checks, licensing and credentialing requirements.

Ability to interpret and apply rules and regulations, policies and procedures and making effective decisions. Ability to assess, coordinate and prioritize multiple tasks, projects and demands.

Ability to work with coworkers and clients. Demonstrate effective organizational and planning skills, with attention to detail and follow through. Ability to maintain confidentiality of work-related information and materials.

Able to coordinate and communicate information regarding compliance for state and clinical mandates of health program faculty, including compliance for licensing agencies and institutional and programmatic accrediting agencies.

Excellent oral and written communication skills in order to effectively interact with a wide variety of individuals from various backgrounds.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

### MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus five (5) years of experience programmatic accreditation. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*



## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for development and maintenance of faculty and staff files, including immunizations, required continuing education documentation, credentials, CPR, TB and other mandated requirements. Responsible for compliance of HB2504 posting, including syllabi and curriculum vitas.

Responsible for creating and maintaining all human resources documents, including but not limited to faculty and staff files, transcripts, contracts, qualifying new hires, communications, leave forms, network/Groupwise access forms, time sheets.

Responsible for maintaining monthly calendars for all aspects of the division, including health occupations admissions, advisory committees and accreditation site visits. Prepares numerous annual reports and external coordinating board site visit materials to satisfy accreditation requirements; researches and gathers data.

Researches, interprets, and responds to inquiries about policies and procedures, college regulations, and state agency practices to administrative officials, program coordinators; may make recommendations to enhance or revise processes. Performs clerical duties to include: compose, prepare and mail correspondence, memos and letters, ordering textbooks, maintaining appointment schedules, develops and maintains filing systems.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*