

## Clinical Coordination Specialist

### The Big Picture:

In this position you will coordinate clinical placements, affiliation, and compliance requirements for the Nursing program.

### Core Responsibilities:

- Maintains accurate historical records of student and faculty placements.
- Coordinates and maintains clinic affiliation agreements, working with the Director of Nursing, VP for Finance and Operations, and clinic agency personnel.
- Ensures compliance of School of Nursing, Students, and Faculty with the Administrative Requirements for Health Profession Student Clinical Training set by Oregon Health Authority.
- Coordinates the gathering of agency specific documentation necessary for student placement into the clinical agencies.
- Provides administrative support and serves as backup department receptionist as needed.
- Maintains the on-line database (currently ACEMAPP) related to student clinical compliance requirements.
- Establishes and maintains positive working relationships with clinical partner student placement liaisons.
- By actions, words and lifestyle, be a Christian role model to students, whether through casual contact or in a formal advisory role.

### Essential Skills:

- High School Education required; bachelor's degree is strongly preferred, with a minimum of two year experience in office administrative support and/or a coordinator role.
- Experience in staffing and scheduling in healthcare or a background in nursing service preferred.
- Strong computer proficiency (MS Office), organizational skills, and orientation to detail and accuracy.
- Evangelical Christian commitment and lifestyle consistent with the university's mission as described on our website.
- Candidates should value an environment that reflects the diversity of God's kingdom, engages in global concerns, and connects culturally.

**OPENING DATE:** February 15, 2017

**LOCATION:** Newberg, OR

**WORK SCHEDULE:** Part-time (24 hours per week), 10 Months per Year (August – May)

**START DATE:** As Soon As Possible

**STARTING COMPENSATION:** \$13.32 to \$15.65 Hourly, Depending on Experience.

**REPORTS TO:** Director of School of Nursing

**BENEFIT ELIGIBLE:** Vacation; sick leave; holidays; medical and dental insurance; retirement plan; and tuition remission.

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### TO APPLY:

Submit a George Fox University application, resume, and letter of interest to:

Office of Human Resources  
George Fox University  
414 N. Meridian, No. 6108  
Newberg, OR 97132

You may scan and submit your information via e-mail to [hr@georgefox.edu](mailto:hr@georgefox.edu) or fax to 503-554-2186. A resume will not be accepted unless it is accompanied by a signed George Fox University application.

**A link to our application can be found at:**

**<http://www.georgefox.edu/offices/hr/admin.html>** It is in fill-able format. However, it must be printed to initial and sign it.

The university reserves the right to fill the position as circumstances warrant.