POSITION OPENING

POSITION: Program Coordinator
Full-Time / Benefited / Hourly / Non-Exempt
RECRUITMENT ID: 795
COMPENSATION: $60,000-$67,000 annually
LOCATION: Rural California Nursing Preceptorship (RCNP); This position may allow partial telecommuting; Candidate must be a California resident at the start of the position

ESSENTIAL JOB FUNCTIONS: The Rural California Nursing Preceptorship (RCNP) Program is designed to give student nurses and graduate nurses (RNs) an opportunity to gain clinical experience in a rural or semi-rural setting. The opportunities are varied and encompass a large geographic area in Northern California. Most placements are made in acute care settings. Under the general supervision of the Director of the School of Nursing, the Program Coordinator is directly responsible for:

Supervision
- Maintain continual contact with students and preceptors during biannual placements periods.
- Respond to student and preceptor concerns as needed.
- Conduct on-site visits with majority of participants.
- Maintain database of all placements.
- Interviews, screens, selects, trains and evaluates staff.
- Assigns workloads and establishes performance standards and goals.
- Prepares work schedules.
- Tracks attendance.

Public Relations and Recruitment
- Maintains positive relationships with senior administrators and staff from 30 north state hospitals to promote student preceptorships and placements.
- Maintain correspondence and make occasional visits with north state colleges to encourage enrollment in RCNP program.
- Screens large pools of applicants twice yearly to establish participating cohorts.
- Obtains consensual permission by sites to accommodate student participants in clinical assignments.
- Maintains current contracts with approximately 30 hospitals in the north state.
- Develops and distributes content for upcoming preceptorships, network and other events using online tools and social media.
- Attends and participates in various meetings in the SON and the University as appropriate on behalf of the program.
- Promotes existing and new programs, policies, and procedures.

Preceptorship Program Coordination
- Provides overall coordination and implementation of RCNP program and initiatives.
- Oversees development and adoption of new policies, tools, and online platforms to support RCNP program.
- Review and coordinate with appropriate departments on policies, practices, and procedures to ensure consistency with the communication about programs and access to them.

Preparation and Orientation
- Assure appropriate student records are collected and submitted as required by various sites.
- Notify students of all contractual obligations at assigned hospital.
- Prepare students for preceptorships with a thorough orientation, usually conducted in person.
- Assist students with onboarding procedures as needed to comply with hospital policies.

Program Evaluation
- Conduct and process individual and program evaluations upon program completion.
- Track past participants twice yearly to evaluate program efficacy and to assist in establishing future programs goals.
- Provide fiscal review and evaluate operations for service improvements.
- Collect and interpret data on program.

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
• Evaluate and monitor program/s for effectiveness, deficiencies, etc.
• Document trends, recommend and implement modifications to improve program/s effectiveness.
• Identify needed changes and improvements in program development.

Other
• This position requires on-call availability by phone approximately three months out of every year.
• Additional or irregular hours such as early morning, evening hours, and weekends is required.
• This position also requires occasional overnight travel. Travel is via private vehicle or rental car.
• Other functions may be assigned as deemed necessary.

EMPLOYMENT STANDARDS:
• Completion of a professional nursing program in an approved school of nursing or by additional preparation as approved by the California Board of Registered Nursing. Possess a valid license as a Registered Nurse in the State of California.
• 2-3 years of progressively responsible professional nursing experience which has provided evidence of the ability to perform the duties described above, or equivalent combination of education and experience. This includes but is not limited to: 1) Minimum of one year acute care experience as an RN, and 2) Minimum of 2 years leadership experience as an RN in a nursing role.
• Represents the University promoting a positive public image. Applies the highest standard of excellence to the delivery of service to our customers and community.
• Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.
• Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situation.
• Demonstrates expertise and judgment. Develops, recommends and implements techniques and practices to improve your area of responsibility ensuring optimum performance. Keeps abreast of current trends and practices in the field. Solicits feedback to ensure quality service and efficiency or identify areas for improvement.
• Ensures compliance with local, state and federal laws, and CSU and CSU, Chico's policies and guidelines to establish and implement appropriate procedures.
• Is fiscally responsible with the organization's equipment, property and funds. Authorizes expenditures within the parameters of budget authorization.
• This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.
• Candidate must be in possession of valid driver's license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
• Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by September 12, 2021. Documents submitted after this date will not be considered.
• Resume

BY DROP BOX: https://csuchico.app.box.com/f/3024bd64233c4684b843dd32db93611
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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