

**NORTHWEST TECHNOLOGY CENTER**  
**JOB DESCRIPTION**  
**Revised 7/1/2021**

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<b>JOB TITLE:</b>	BIS Health Coordinator Alva & Fairview
<b>JOB SUMMARY:</b>	To coordinate, develop, implement and teach health and safety training programs for the healthcare industry and general business and industry. Ensure relevancy, responsiveness and quality by cooperating with business and industry from needs assessment through delivery.
<b>QUALIFICATIONS:</b>	
<b>Education:</b>	Post-Secondary education in nursing. Registered nurse preferred.
<b>Experience:</b>	Must have one year experience in the practice of the profession. Experience supervising and directing staff in a health care facility and teaching/presentation skills are desirable.
<b>Certification:</b>	Current licensure as a Registered Nurse (RN) or licensed practical nurse (LPN). Valid Driver's License required.
<b>Dependability:</b>	Regular attendance following a designated work schedule. Some evening and weekend work will be required. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments. Must be able to attend and participate in meetings/conferences as scheduled within school district, state and national level. Some evening and weekend work will be required.
<b>Skills Required:</b>	Working knowledge of the health care industry, business management and business math. Ability to use or learn to use personal computers and major types of soft wear including word processing, spreadsheets, and presentation programs. Possess good communication skills, both written and oral.
<b>Physical Requirements:</b>	Requires lifting, handling, carrying books, manuals, file and presentation materials and equipment.
<b>Mental/Emotional Requirements:</b>	Moderate to extreme. Ability to present ideas, plans of action, facts, and instruction in a logical sequential order. Ability to read and analyze common technical journals, financial reports, and legal documents.

**ESSENTIAL JOB FUNCTIONS:**

1. Maintain regular contact with the healthcare industry to maintain lines of communication and awareness of their training needs.
2. Develop and delivery customized training or services to meet customer needs.
3. Develop needs assessments and assist business determine training needs.
4. Develop and procure training materials and equipment necessary to meet the needs business.
5. Support and provide training for healthcare and business and industry through industry visits and training classes.
6. Develop and complete all reports required by local administration and state agencies.
7. Maintain professional competence through participation in Staff Development Plan, In-Service Education activities, and selected professional growth activities.
8. Cooperate with teachers, administration, staff, and community leaders in helping the business and industry be competitive in technology, employee skills and productivity.
9. Participate in BIS meetings and other related events local and statewide.
10. Maintain up-to-date client record, schedules, and safety information as required by Northwest Tech, licensing or accrediting agency and ODCTE.
11. Coordinate and/or instruct customized training classes.
12. Assist in the location and hiring of adjunct BIS instructors.
13. Participate in community organizations annually to include at least one civic club membership.

**OTHER JOB FUNCTIONS:**

1. Maintain a line of communication and work cooperatively with BIS Director, administration, staff, instructors, and students.
2. Develop and maintain a line of communication with stakeholders, business and industry, economic development organization, and other educational institutions for the purpose of fulfilling the stated beliefs, mission and vision of Northwest Technology Center.
3. Perform other tasks and assume duties that may be required and/or assigned by administration.

**RESPONSIBLE TO:** Business and Industry Services Director

**PERSONNEL**

**CLASSIFICATION:** Professional Non-Certified  
FLSA – Exempt