



National Latino Education Institute
2011 West Pershing Road
Chicago, Illinois 60609
www.nlei.org

POSITION TITLE: Allied Health Program Manager

RESPONSIBLE TO: Academic Director

JOB DESCRIPTION: Responsible for the management, quality effectiveness, performance outcomes and successful delivery of the Allied Health programs. Responsible for program accreditation and industry regulatory and auxiliary bodies. Responsible for the direct supervision and evaluation of Allied Health Faculty. Provides externship oversight and coordination.

RESPONSIBILITIES:

1. Adheres to the mission of NLEI, showing interest, and concern for all students and staff.
2. Upholds academic integrity.
3. Responsible for the management, monitoring, quality, documentation, and overall successful delivery of the Allied Health programs.
4. Responsible for the effectiveness and performance outcomes of Allied Health programs including their administration, evaluation, reporting, and planning for continuous program improvement.
5. Assures that all program and contractual outcomes are met in an effective and efficient manner.
6. Responsible for program accreditation and reporting for the Allied Health programs. Maintains related required records and documentation.
7. Works collaboratively to identify, strengthen and/or create partnerships that can provide students additional resources.
8. Monitors externship sites and works closely with allied health partners and the Allied Health Advisory Committee.
9. Responsible for CMA Examination and allied health credentialing preparation for students/alumni. Ensures that exam rate thresholds and accreditation standards are met and/or exceeded.
10. Assists in selection of faculty for the Allied Health programs, selecting the best-matched candidates based on content area expertise and congruence with NLEI mission and values.
11. Supervises, evaluates, and documents faculty performance to ensure maximum student academic achievement.
12. Completes classroom observations, student surveys, graduate surveys, and annual faculty evaluations.
13. Holds regular Allied Health Program Faculty meetings, publishes minutes and agenda for each meeting.
14. Responsible for the management, supervision, monitoring, evaluation, and documentation of the Allied Health Programs Faculty including professional development plans. Schedules and develops Allied Health Faculty in-service sessions. Ensures that NLEI Allied Health Faculty engages in ongoing professional development activities. Monitors the completion of annual professional development plans.
15. Ensures Allied Health Program Faculty complete and submit on an annual basis the required *Faculty Curriculum Vitae*, current *Data Sheet for Staff and Faculty Members* as required by accreditors and industry compliance entities. This also includes addenda of current resumes, copies of claimed certifications, and copies of certificates/other proof of professional development activities.
16. Substitutes for Allied Health Program Faculty and provides classroom/lab instruction as needed.
17. Participates in student selection and advising, ensuring that student selection decisions are consistent with published standards, and that student advising services provided are of high quality and are accessible and available to all students.
18. Monitors student advising including academic performance, behavior, and attendance problems; actively works to maintain optimal student retention, analyzing specific high risk student cases and makes recommendations and referrals to appropriate staff.

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19. Monitors student competency checklists to assure student completion and compliance with accreditation standards.
20. Responsible for the management, execution, monitoring, quality, documentation, and successful delivery of the externship to Allied Health program participants.
21. Responsible for the creation and maintenance of the Allied Health Externship Site Data.
22. Identifies and evaluates the effectiveness of the curriculum insuring all accreditation standards are met; curriculum is based on industry needs and changes; and all curriculum decisions support NLEI mission and values.
23. Identifies and develops curriculum for new Allied Health programs as indicated by current and future employment trends.
24. Assists with Allied Health related grants.
25. Assists with institutional accreditation, the IL Board of Higher Education and the U.S. Department of Education licensing, accreditation, approval and reporting as needed. Maintains related required records and documentation.
26. Responsible for the custody, care, and safekeeping of school property and exercises control over expendable supplies; limits use of technology, (i.e. computers, printers, etc.) to school-related business.
27. Maintains knowledge of and enforces school policies, rules, and regulations.
28. Performs other duties as deemed appropriate.

QUALIFICATIONS:

1. Bachelor's degree preferred, Associates degree required.
2. Current credential of either the CMA (AAMA) or the RMA (AMT).
3. Minimum of 3 years work experience in the healthcare field.
4. Relevant clinical experience that includes a minimum of 40 hours performing or observing MA duties in an ambulatory setting.
5. Teaching experience in post-secondary and/or vocational education required.
6. Minimum 2 years' management experience.
7. Educational background that includes instruction in Educational Theory and Techniques.
8. Proven experience in Project Management.
9. Curriculum development experience desired.
10. Excellent written and oral communication skills.
11. Computer literate.
12. Bilingual (English/Spanish)/bicultural, preferred.
13. Must be able to travel locally.
14. Due to Pandemic work is being conducted in a hybrid of remote and on-site hours.

REQUIREMENTS:

1. Must be able to obtain 1 official transcript for all claimed degrees.

About NLEI:

Incorporated in 1972, NLEI is a nonprofit 501 (c) (3). NLEI is a unique organization as it is an education institution and a nonprofit community-based organization serving the Latinx community and underrepresented populations. NLEI offers programs that are nationally accredited and approved by the IL Board of Higher Education, the U.S. Department of Education, a partner of the American Jobs Center, the IL Veterans Administration and a National Center for Competency Testing (NCCT). NLEI also provides community workforce services and has a myriad of credentialing partners and industry relationships. E/E/O

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