



## National Latino Education Institute

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[www.nlei.org](http://www.nlei.org)

### Position Announcement

**POSITION TITLE:** Allied Health Practicum Coordinator

**RESPONSIBLE TO:** Allied Health Manager

**JOB DESCRIPTION:** Responsible for the management and continuous improvement of clinical and program externships for NLEI's Allied Health programs. Ensures a successful and positive practicum experience for students.

Provides instruction and grades allied health externship courses. Coordinates healthcare externships including hospitals, clinics, and other health-serving institutions for program externships. Responsible for the direct supervision and evaluation of all Allied Health students before and during externship process.

#### DUTIES AND RESPONSIBILITIES:

1. Supports the mission of NLEI.
2. Adheres to academic integrity and upholds organizational policies.
3. Responsible for the management, execution, monitoring, quality, documentation and successful delivery of the Externship Program to the Allied Health students.
4. Teach at least 1 class as schedule permits.
5. Responsible for the creation and maintenance of the Allied Health Externship Site Database for all Allied Health Programs.
6. Conducts externship orientation sessions. Topics to be covered include specific requirements of pre-externship history, physical, and immunizations, specifications for externship journal, guidelines for completing externship and documentation of competencies, and explanation of how students will be matched with externship sites. Prepares externship packets. Distributes to students at orientation session.
7. Responsible for externship records, including the creation of externship portfolios for each student including check-off sheet to document completion of each required item. Health documents, competency checklists, journals, and other pertinent documentation will be housed in these folders.
8. Ensures all Allied Health Students have met all prerequisites in course work, financial obligations, and externship paper work prior to commencing externship.
9. Ensures new relationships for Allied health programs to implement opportunities for students to complete externships by ensuring all competencies are met and placement is expected.
10. Coordinates externship affiliation agreements with administration offices.
11. Produces a memo to Allied Health students informing them of their assigned site, detailing how to contact the Site Supervisor, and summarizing their responsibilities and NLEI's expectations.
12. Produces letter for all proctors informing them of student(s) assigned to their site and summarizing their responsibilities and NLEI's expectation. Prepares externship packet for all proctors.
13. Meets individually with students to review their health care and immunization documents. Matches each student with appropriate externship site. Instructs student in how to initiate contact with site.

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14. Responsible for ensuring a formal affiliation agreement or memorandum of understanding between the externship site and NLEI is completed and executed and follows the Standard Clinical Affiliation format.
15. Initiates contact with preceptor at site to follow up on student progress.
16. Makes site visits to proctor and monitor student progress.
17. Ensures that all material described in the externship course syllabi is covered in depth and scope.
18. Ensures the completion of the externship tracking sheet, journal, competencies checklist, and externship course evaluation survey.
19. Meets with students individually as they complete externships. Checks competency review sheets. Collects all student work as soon as possible.
20. Grades externship journals and assigns final externship grade.
21. Responsible for meeting with all Allied Health students on a regular basis beginning Week 13 of their program to encourage completion of and compliance with all externship paper work.
22. Responsible for the selection and approval of new appropriate practicum sites and provides orientation for the on-site supervisors.
23. Coordinates with Allied Health Manager or Campus Director to promote NLEI Allied Health Programs as well as build and maintain partnerships for externship and recruiting purposes.
24. Responsible for weekly reports providing the site name and contact information for each site contacted, student names and assigned externship locations, names of sites available for externship opportunities, and list of potential sites.
25. Work closely with NLEI's career placement and workforce services to ensure maximum placement of students in the allied health field.
26. Other duties as deemed necessary and appropriate.

#### **REQUIREMENTS and QUALIFICATIONS:**

1. Must be able to obtain 1 official transcript for all claimed degrees.
2. Must be able to obtain two prior employment references in related-field including ambulatory care.
3. Current credential of either the CMA (AAMA) or the RMA (AMT), preferred. Bachelor's Degree preferred.
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. Relevant, related or transferable externship/practicum coordinator experience required.
7. Minimum of 3 years' experience in the healthcare field.
8. Excellent written and oral communication skills.
9. Computer literate.
10. Bilingual (English/Spanish)/bicultural, preferred.
11. Must be willing to travel and work flexible hours depending on program schedules.

#### **OTHER SKILLS and ABILITIES:**

Interact in a pleasant and professional manner. Ability to work well under pressure, manage multiple priorities, set and meet deadlines and manage unexpected situations. Previous experience beneficial. Strong technology skills necessary.

#### **LANGUAGE SKILLS:**

Ability to read, analyze, and interpret business communications, financial reports, legal documents, and some government reports. Ability to respond to common inquiries or complaints from students, regulatory

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agencies, or members of the business community. Ability to write correspondence. Ability to effectively present information to students, top management and/or public groups.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables.

**To Apply send resumes to: [resumes@nlei.org](mailto:resumes@nlei.org)**

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**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 provided community workforce services and has a myriad of credentialing partners and industry relationships.

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