

Job Order 601699
June 5, 2017

Department: Health Sciences
FLSA Status: Non-Exempt
Union Code: ESS
Salary Grade: B

Reports To: Supervisor, Learning Department Office-Health Sciences
Amount of Travel Required: No travel required
Positions Supervised: None

LOCATION: Green Bay

STANDARD HOURS: Monday through Thursday: 10:30am to 5pm; Friday: 10am to 4:30pm; Flexibility required to include other evening and/or weekend hours as necessary.

MINIMUM STARTING RATE OF PAY*: \$16.94/hr

**Current benefit eligible employees will be placed within the pay range based on their current rate/range.*

Required online application available on website: www.nwtc.edu/jobs

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.

POSITION SUMMARY

Review and analyze Criminal/Caregiver Background Checks data and Health Records requirements for all Health Science Programs insuring students are eligible for clinical placement to complete their program education. Communicate with internal/external customers regarding the process of Background checks and Health Records requirements.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with attention to detail. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Analyze student's State(s) Department of Justice Criminal background checks (and other National/State wide reports). Follow guidelines provided and make independent decisions to determine whether students need to have clinical approval for site placement. Request required confidential and sensitive police and court records from students, verifying discrepancies in background records. Consult with Dean/Associate Deans regarding criminal records and/or site placement for CBC completion process. Communicate with clinical sites for approval of student clinical site placement.
- Analyze confidential student health records/immunizations requirements for missing information to meet health requirements per program. Override rejections and accept health records that meet the required guidelines.
- Perform the duties of a Wisconsin Immunization Registry School Administrator.
- Communicate and provide students with information regarding the requirements for the health records and background check processes.

- Complete applicant checklists in PeopleSoft after verifying health record and background check requirements for Health Science programs.
- Oversee the creation and maintenance of Student Healthcare agreements.
- Serve as a liaison with Castle Branch staff for issues on students' accounts, website concerns, requesting access to Castle Branch website, etc.
- Greet internal and external customers, in person or via phone and email, and serve as the liaison between the customer and the appropriate individual. Serve as back-up to the front desk.
- Attend, assist with, and participate in College, division and department meetings as required.

POSITION QUALIFICATIONS

Competency Statement(s)

- Values - Demonstrate behaviors and action that support the College's values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, disability, socio-economic background, or job type.
- Accuracy-Ability to perform work accurately and thoroughly with special attention to detail.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Adaptability - Ability to adapt to change in the workplace.
- Organized-Possessing the trait of being organized or following a systematic method of performing a task.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer oriented - Ability to take care of the customers' needs while following company procedures.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Tactful - Ability to show consideration for and maintain good relations with others.

SKILLS & ABILITIES

Education: Associate Degree

Experience: Minimum two years related experience in a fast-paced environment

***An equivalent combination of education and work experience may be considered*

Computer Skills

Microsoft Office Suite, Instant Messaging, electronic calendar system data management system (PeopleSoft preferred), and internet browsers and websites.

PHYSICAL DEMANDS

Physical Demands

		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	C (Constantly)
Walk	O (Occasionally)	11-20 lbs	F (Frequently)
Sit	C (Constantly)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	C (Constantly)
Crawl	N (Not Applicable)	13-25 lbs	F (Frequently)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.