



SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221
Phone: (830) 591-7330 | Fax: (830) 591-7340
swtjc.edu | human.resources@swtjc.edu

EMPLOYMENT OPPORTUNITY

Title: Director of Patient Care Technician Program

Job ID: 232428710101

Start Date: Summer 2024

Campus: Uvalde

Closing Date: Until Filled

Job Duties: This 12-month position is responsible for the administration of the Patient Care Technician (PCT) program at all SWTJC instructional locations. Maintain compliance with all programmatic accreditation, including but not limited to the Texas Health and Human Services Commission and National Healthcare Association. Supervise the updating of curriculum, including evaluation and revision of course syllabi. Collect, evaluate, and assess programmatic and course outcomes for annual reports and assessments. Teach no more than 3 clock hours per week. Interview, supervise and evaluate department faculty and staff. Establish and maintain affiliations with local and service-area health facilities, agencies, hospitals, and school districts. Coordinate and conduct department and advisory committee meetings. Develop and manage department budgets. Participate and serve on college and community committees. Follow all policies and procedures as provided in the SWTJC Faculty Handbook. Communicate effectively with students, college personnel, health facility personnel and administration, and school district staff. Travel to other locations served by the college.

Salary: Allied Health salary schedule, plus Director Stipend. Commensurate with education and experience.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Current license or privilege to practice as a registered nurse in the State of Texas. Master's Degree or Doctoral Degree in Nursing.

Experience & Training: Have a minimum of two years of nursing experience, of which at least one year must be in the provision of long-term care facility services. Have a minimum of three years teaching experience. Demonstrated knowledge, skills, and abilities in administration within a professional healthcare program.

Additional Qualification Requirements: Must be self-directed, well organized, task-oriented, and flexible, with the ability to work independently and in a group environment. Demonstrate experience having worked effectively with individuals from diverse backgrounds. Must have excellent interpersonal, organizational, and problem-solving skills and the ability to communicate effectively orally, in writing, and in public presentation settings. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of background checks specified for the position. Must have a valid Driver's License and be insurable through SWTJC insurers. Travel required to other locations served by the college.

SUBMIT APPLICATION TO:

Terrie Dube, Human Resources Director, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.
An Affirmative Action/Equal Opportunity Institution