

# ***SOUTHWEST TEXAS JUNIOR COLLEGE***

2401 GARNER FIELD ROAD  
UVALDE, TEXAS 78801  
OFFICE (830) 591-7330; FAX 830-591-7340  
EMPLOYMENT APPLICATION: [WWW.SWTJC.EDU](http://WWW.SWTJC.EDU)

## **POSITION VACANCY NOTICE**

**Position:** Patient Care Technician Coordinator      **Job # 181937710101**

**Location:** Uvalde

**Closing:** Until filled

**Description of Job Duties:** Coordinate all Patient Care Technician (PCT) department activities, to include , but not limited to: Supervision of all PCT faculty; Conduct regularly scheduled program site visits; Coordinate Advisory Committee meetings; Develop, Revise, Implement and Evaluate curriculum; Maintain all student records; Maintain affiliation agreements with health agencies; Complete and Maintain all State licensure applications; Coordinate all licensure/certification testing requirements; Prepare and Manage department budget; Manage all department supply request; Teach PCT courses as needed. Must be able to lift 25 pounds and sit or stand for long periods of time. Work rules, code of conduct and other policies are part of the essential functions of the job. Possess ability to communicate effectively with students and college personnel.

**Salary:** Commensurate with education and experience based on salary schedule. Additional increments based on education and teaching experience in the discipline.

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

## **QUALIFICATION REQUIREMENTS**

**Education:** Must hold a current Texas license to practice nursing in the state of Texas. Must be certified in nurse aid, phlebotomy, EKG and medical assistant. Demonstrate current knowledge of safety procedures in a clinical setting. All qualifying educational degrees must be from an accredited college or university.

**Experience & Training:** Must have at least one year work experience in a long term care facility. Various nursing experience and teaching experience preferred. Candidate must possess computer skills. Candidate must meet the SACS academic, oral proficiency, and written English criteria.

**Additional Qualification Requirements:** Demonstrated excellence in teaching/writing/public speaking. Bilingual (English/Spanish) preferred. 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. Experience in working with diverse populations. Candidate must be authorized to work in the U.S. and must provide verifiable credentials. Successful completion of the reference and background check specified for the position. Travel required to other geographic locations served by the college. Must have a valid Texas driver's license and be insurable through SWTJC insurers.

**Submit Application To:** Human Resources Coordinator (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) a letter of application, 2) SWTJC application form, 3) resume, and 4) copy of transcripts (Official transcripts required when hired). All applications and supporting documents become the property of SWTJC.

### **NOTICE TO APPLICANTS**

With respect to the employment and promotion of both 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**