

FLORIDA GATEWAY COLLEGE

Job Description

HEALTH INFORMATION SPECIALIST

DISTINGUISHING CHARACTERISTICS:

This is a professional classification responsible for assessing and determining business and medical office needs and to provide training programs to meet those needs. The primary responsibility of a Health Information Specialist at FGC is to develop schedules, recruit and advise students, help with program budgeting and planning, and hire adjunct faculty. The specialist is expected to allocate time for meetings and recruitment events, office hours during which the students may have access for advising, and for planning, support, and expansion of the medical office programs and the integration with existing college programs as well as potential new programs.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job description are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Demonstrates knowledge and understanding of programs under supervision.
Uses appropriate technology in presentations, recordkeeping, and detailed records with accuracy.
Helps develop the programs' academic plan for the year with projections for future years.
Recommends to the Executive Director the appropriate budget for their areas.
Recommends opportunities for instructor improvement and updating.
Coordinates teacher recruitment, orientation, evaluation, and retention for CTE programs.
Helps coordinate student recruitment, instruction, advisement, and placement of students.
Helps to maintain standards, program improvement and program upgrading.
Helps with the administrative services of the Center for Excellence and provides support for instructors.
Coordinates with other departments to provide professional promotion about the Center for Excellence and the program offerings in this area.
Supports the Executive Director, Dean, Vice President, and President in accomplishing their objectives.
Evaluates program plans and recommends improvements.
Meets annually with college Career Pathways coordinator to review and update articulation agreements.
Assess and determine business and healthcare office needs.
Market college trainings and services.
Establish and maintain client relationships.
Participate in civic and economic activities.
Establish and coordinate collaboration and networking of industry partners to maximize resource use.
Develop, complete, and submit reports accurately and on time.
Work collaboratively to promote short-term and full-time programs that meet service area needs.
Prepare and present training proposals to clients with complete and accurate information.
Design programs, evaluations, and surveys.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

The Health Information Specialist must hold a minimum of a Bachelor's degree in a Business or Health related field. Strong management skills. Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to use effective communication techniques with students and all other stakeholders.

Ability to work with various career and technical educational professionals in the five county service area and other stakeholders in continuous improvement of the educational experiences of students.

Ability to use technology in presentations and daily work.

Computer literate.

Ability to coordinate student recruitment and retention.

Ability to coordinate scheduling of classes for the area.

Ability to coordinate with other departments to provide quality education.

Ability to evaluate program plans and recommend improvements.

Ability to present information in a coherent manner in both large and small group settings

Ability to manage budgets.

Ability to coordinate workshops for staff and presentations to students.

Complete reports required for grant reporting.

Work with districts and Education and Training Specialist to offer annual exams to students for credit.

Skills in interpersonal relationships.

Present to a variety of audiences not limited to public school students, business owners, industry leaders, and college peers.

DESIRABLE QUALIFICATIONS:

Certified Medical Coder; Experience in Business in conjunction with Health related field.

Experience in the community college teaching/working environment.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).

Acceptable hearing (with or without hearing aid).

Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment; some travel necessary.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)