

# SOWEGA-AHEC

## PRECEPTOR COORDINATOR POSITION

**COVID 19 Response: While we are still accepting applications, we have suspended immediate hiring for this position until further notice.**

### **OVERVIEW**

The Southwest Georgia Area Health Education Center (SOWEGA-AHEC) is currently looking for an energetic professional with strong communication, interpersonal and networking skills. As Preceptor Coordinator for this community-driven nonprofit, the selected individual will be responsible for coordinating community based clinical training experiences for medical and allied health students. Duties include but not limited to the coordination and management of clinical rotations; preceptor and site development; student housing and travel support as well as *maintenance* and development of community partner relationships in a 38-county area.

With a mission to improve access to healthcare by improving the number and distribution of healthcare providers, the ideal candidate will have a Master's degree preferably in healthcare or health related sciences and at least five years of healthcare experience. The full time employee must have reliable transportation and be able to work occasional evenings and weekends.

### **JOB DESCRIPTION**

#### **Duties and Responsibilities:**

- Based on regional workforce needs, identify, develop and maintain preceptors and clinical sites where quality student training can occur.
- Work closely with health professional training programs and schools sending students into the region to ensure that academic institutions understand the placement processes and requirements that must be met by both SOWEGA-AHEC and the clinical site. Be the primary point of contact for most clinical training experiences.
- Identify and coordinate clinical rotations with regional health systems, FQHCs and clinics. Working with the Student Support Coordinator, ensure proper credentialing is in place with each site, academic institution and student.
- Coordinate training schedule with academic institutions, students and preceptors and maintain contact during the rotation to ensure compliance with the curriculum guidelines and students are receiving a quality training experience.
- Develop new and appropriate housing for students doing clinical rotations in areas where no housing exists.
- Provide orientation for incoming students and ensure orientation incorporates: 1) specific community practice, 2) the needs of the underserved, and 3) the National Health Service Corps.
- Introduce students to the concepts of community-oriented primary care.
- Assist graduates seeking employment to connect with potential employers.
- Attend rural health and primary care seminars and conferences, when appropriate.

- Proctor exams for students as requested by academic institutions.
- Work closely with Student Support Coordinator as it relates to housing students for rotations.
- Plan and coordinate the Pathway to Med School summer program.
- Perform other duties as assigned that could include but not limited to, coordinating intern experiences, counseling students and participating in planning and execution of migrant farmworker project.

**Required Skills:**

- Good planning, organization, problem-solving, time management and administrative skills.
- Ability to work independently and to function with minimal specific direction.
- Must be detailed oriented with excellent communication skills.
- Knowledge of health professions education and the various health professions careers.
- Excellent command of English language, both spoken and written.
- Demonstrate flexibility and ability to adjust to change.

**Qualifications:**

- Master's degree (preferred) in education, healthcare or health related sciences.
- Five years of healthcare experience, preferably with health science students.
- Proficiency in Microsoft Office Suite.
- Flexible hours of work and reliable transportation (occasional evenings and weekends required).
- Previous experience in coordination of clinical training for advanced practice students is preferred.

**TO APPLY:**

- Submit cover letter and resume to PERSONNEL, 1512 W 3<sup>rd</sup> Ave, Albany GA 31707 or [info@sowega-ahec.org](mailto:info@sowega-ahec.org)
- NO PHONE CALLS PLEASE