



Position Announcement

Title:	Allied Health Programs Coordinator 4
Classification:	Exempt – Full-time
Direct supervision received from:	TCATN President
Functional supervision received from:	TCATN President
Office Location(s):	100 White Bridge Pike; Nashville, TN 37209
Hours:	Monday – Friday, 7:00 a.m. – 3:30 p.m.

FUNCTION OF THE JOB:

Under the President and Vice President of Academics & Enrollment Services, the Coordinator of Allied Health provides a supervisory capacity to plan and develop an instructional program in accordance with regulations and guidelines established by the Tennessee Board of Nursing, Tennessee Board of Dentistry, and the Tennessee Department of Health. This position leads and facilitates innovative student learning and employer partnerships to foster and support the development of new and relevant training, student learning/clinical, employer advisory committees for guided career pathways, and integrated career readiness. This position will work 37.5 hours a week at TCAT Nashville. This exempt position may occasionally involve responsibilities extending beyond the standard work week to support students, programs, and institutional objectives.

DUTIES AND RESPONSIBILITIES:

- Manage/Coordinate Practical Nursing, Dental Assisting, Dental Lab, EMT, Phlebotomy and other emerging healthcare programs.
- Working relationships with board of nursing, board of dentistry, board of health, community colleges and industry partners is a must.
- Must have a firm understanding of technology and the ability to use it for innovative teaching and learning for high-impact practices. Must have skills to adapt to progressive technology quickly.
- Staff the department, train, evaluate, and supervise healthcare faculty and staff.
- Work closely with senior leadership to develop and implement workforce development projects.
- Organize and ensure advisory meetings are conducted according to accreditation standards.
- Assign teaching and non-teaching job responsibilities, assist with instructing, and mediate between students and instructors.
- Organize recruitment events in coordination with student services staff.
- Be a strong advocate for technical education and represent TCAT Nashville healthcare programs.
- Prepare annual reports for accrediting bodies and maintain records for the State Board of Nursing.
- Provide leadership in teaching, service, research, clinical practice, and developmental tasks for the department.
- Ensure compliance with the completion, placement, licensure, and accreditation standards of the Council on Occupational Education (COE), TN Board of Nursing, and TCAT Nashville.
- Work with area healthcare facilities to secure clinical sites. Renew/Review clinical affiliation agreements timely.
- Conduct ongoing needs assessments and make recommendations to ensure allied health programs have the necessary equipment and infrastructure to achieve program outcomes.
- Collaborate closely with finance and administration leadership to draft and defend program budget proposals.
- Develop, review, and update curricula and instructional materials with faculty to ensure compliance with all applicable regulatory or accreditation standards.
- Implement impactful professional development initiatives to support allied health faculty's continuous learning and professional growth.
- Review and prepare Student Handbooks for all Allied Health programs and related manuals and brochures.



annually and on a timely basis.

- Oversee application of policies and procedures as set forth by the Tennessee Board of Regents and Tennessee College of Applied Technology Nashville directives.
- Provide academic counseling and student support to address performance, attendance, or compliance issues.
- Ensure adherence to requirements set by the TBR system, institution, state, regulatory bodies, and federal statutes across all allied health offerings.
- Take a leadership role in recruitment strategies to maximize program awareness and enrollment in allied health programs.
- Some travel will be required.
- Perform additional duties and special projects assigned in service of the students, programs, department, and mission of the institution.

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Must have at least five (5) years of clinical nursing experience.
- Teaching experience in a health-related program is preferred.
- Knowledge of methods of effective teaching, and supervision.
- Advanced competency using standard office/instructional technologies and demonstrated skill in various communication channels.
- Proven record of administrative and supervisory experience of nurses and allied health professionals in an academic or clinical environment.
- An established work history exhibiting sound decision-making, meticulous attention to reporting timelines, effective management of concurrent projects, and the ability to develop learning partnerships with industry and future employers of graduates.
- Ability to deal tactfully with people and to communicate clearly, concisely, and convincingly.
- Evidence of good character, mature attitude, and stable personality.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in nursing from an accredited college or university.
- Have a current unencumbered RN licensure in the State of Tennessee (or multi-state license).
- Three years full-time employment in business or industry.
- Two years work experience preferred in an approved vocational or technical program.

GENERAL REQUIREMENTS:

- Knowledge of TCAT, TBR, state and federal procedures.
- Knowledge of personal and network computers of student information data systems (Banner).
- Knowledge of counseling and student affairs activities.
- Ability to work with students who are experiencing psychological or behavioral difficulties.
- Ability to organize multiple programs and projects.
- Ability to prioritize job duties.
- Knowledge of telecommunications, as it relates to education and business.
- Ability to work with a wide variety of people and groups.
- Pass a background check



SALARY: Commensurate with education and experience

APPLICATION DEADLINE: Review of applications will begin immediately, and applications will be accepted until position is filled.

SPECIAL INSTRUCTIONS TO APPLICANTS: Unofficial transcripts are acceptable for the application process. Official transcripts are required upon hire. Applicants may be subject to a background check.

APPLICATION PROCEDURE: Interested individuals should submit a cover letter, résumé and TCAT Nashville application via email, fax, or mail to:

Email: rachel.white@tcatnashville.edu

Fax: 615-425-5582

Tennessee College of Applied Tech - Nashville
ATTN: Human Resources
100 White Bridge Road
Nashville, TN 37209

Please download this application, fill it out, and save it with your name

<https://tcatnashville.edu/sites/default/files/media/2025-05/TCAT%20Employment%20Application%20%28Revised%205-2025F%29%201.pdf>

TBR does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age, status as a covered veteran, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Melanie Buchanan, Vice President, melanie.buchanan@tcatnashville.edu, 615-425-5570.

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