

POSITION INFORMATION

Position Title	Nurse Navigator
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	12
Position Classification	Faculty
Salary Range	Salary based on parameters of the grant.
Anticipated Date of Appointment	November 1, 2023

FOR ADDITIONAL INFORMATION

Contact	Donna Everett
Contact Title	Dean of Healthcare Education
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6316
Email	deverett@ecccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

1. A registered nurse at the Associate Degree level or higher;
2. Have a minimum of two years of nursing experience;
3. Be eligible to practice as a registered nurse in Mississippi with an unencumbered license;
4. Satisfy a criminal history background check; and
5. Current American Heart Association Basic Life Support certification.

Preferred Qualifications

Masters Degree in Nursing Education, teaching, and navigator experience preferred.

General Statement of the Function

The Nurse Navigator will provide monitoring and career guidance for students enrolled in both the Practical Nursing and Associate Degree Nursing Programs, with a focus on student nurse retention.

Duties and Responsibilities

1. Analyze data to identify at risk students, troubleshoot life barriers, and identify support services for academic success;
2. Develop, coordinate, and revise nursing program success activities;
3. Collaborate with nursing faculty (ADN and PN) and student support services to develop academic learning plans for students identified as "at risk";
4. Provide one-to-one and small group assistance in meeting learning outcomes in identified areas of deficiency for students referred to remediation by nursing faculty;
5. Implement strategies for student success that includes study habits, test taking strategies, critical thinking strategies, and clinical strategies;
6. Collect and analyze data regarding students' use and effectiveness of retention and remediation resources and services;
7. Employ appropriate teaching and learning strategies and modify, when appropriate, instructional methods and strategies to meet diverse student needs;
8. Counsel students who plan to withdraw from a nursing program;
9. Assists in recruitment efforts for Healthcare programs;
10. Stay current in subject matter through professional development, involvement in professional organizations, and attending professional meetings, conferences, and/or workshops;
11. Participate in pinning and graduation ceremonies;
12. Post and maintain regular office hours in accordance with college policy to ensure accessibility to colleagues and to students for advisement and consultation;
13. Maintain confidentiality of student information;
14. Maintain accurate records for reporting:
 - Semester-to-semester retention rate
 - Annual graduation rate
 - Actual number of graduates
 - Job placement – enrolled students (including location and salary)
 - Job placement – graduates (including location and salary)
 - Number and type of service referrals
 - Number of empty program seats per semester
 - Qualitative data – why do nursing students separate from the program
 - Satisfaction rate of students utilizing the Nurse Navigator Program

POSITION ANNOUNCEMENT

POA#: 1173

- Participation rate of identified at-risk students (including interventions)
 - Number of applicants
 - Number of graduates who take the exam
 - Number of graduates who pass the exam (including pass rate)
15. Demonstrate strong interpersonal skills in communication with students, colleagues, staff, and administrators as an individual and on a team;
 16. Must maintain required immunizations, and annual tuberculosis testing;
 17. Must complete and implement an annual professional development plan, which includes (10) contact hours of continuing education each academic year;
 18. Assists with student orientation, registration, and advising on the scheduled dates;
 19. Attends all scheduled faculty meetings and division/departmental meetings;
 20. Participates in college or state level academic committees as assigned;
 21. This job description is not intended to be all inclusive and the employee will perform other duties as assigned.

APPLICATION DETAILS

Application Deadline	Tuesday, September 26, 2023
Internal Applications	Thursday, August 24, 2023 - Wednesday, August 30, 2023
External Applications	Wednesday, September 13, 2023 - Tuesday, September 26, 2023
Interviews Completed By	Friday, October 6, 2023
Successful Candidate Notified By	Wednesday, October 11, 2023

WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

REQUIRED APPLICANT DOCUMENTS

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC employment application (online application).
3. Up-to-date transcripts for all college work (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.

THE COLLEGE

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County Career Technical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

EEO STATEMENT

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: compliance@eccc.edu.

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: compliance@eccc.edu.

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: compliance@eccc.edu.