JOB DESCRIPTION

JOB TITLE: CNA School Program Coordinator/Lead Clinical Instructor    EFFECTIVE DATE: September 2017
DEPARTMENT: Home Health    REPORTS TO: HH Director/CNA School Program Administrator
STATUS: Part-time salaried/exempt (approximately 20 to 25 hours per week)

Position summary: Ensures CNA School compliance with Code of Colorado Regulations - Board of Nursing 3CCR 716-1 Chapter 11 – Rules and Regulations for Approval of Nurse Aide Training Programs and all applicable State and Federal requirements. Has the authority from the State Board of Nursing and responsibility for oversight of the CNA School and its full curriculum for students. Responsible for serving as a role model for clinical instructors, students and admin coordinator and for increasing student volume enrollment.

Minimum Qualifications:
- Graduate of an accredited nursing program with a current Registered Nurse’s license in the state of Colorado. Holds an active, unencumbered professional nursing license.
- Minimum of two (2) years’ experience in nursing caring for the elderly/and or the chronically ill of any age of which at least one (1) year must be in the provision of services at a long-term care facility.
- Prior supervisory/management experience with ability to recruit and retain students.
- Has completed a course in teaching adults, or have documented experience teaching adults or have one (1) year experience managing nurse aides.
- Current driver’s license, safe driving record and reliable transportation
- CPR certification, current TB results
- Office environment, must be able to lift, push, and pull up to 50 lbs. frequently.
- Demonstrates THE IC’s core values of Inclusiveness, Flexibility, Person First, Accountability and Integrity.

Essential Functions/Areas of Accountability:
- Assists with developing the CNA school budget.
- Hire, train and supervise CNA School Office Administrator
- As Lead Clinical Instructor, hire, train and supervise CNA School Clinical instructors as required to maintain the teacher to student ratio required by Chapter 11 and act as a back-up instructor as needed.
- Ensures the IC CNA School remains in good standing with the governing State Board of Nursing and that all documentation matches requirements.
- Establishes and maintains a sustainable student recruiting process to ensure full classes and possible expansion.
- Regularly reports progress and challenges to HH Director/CNA School Program Administrator.
- Works closely with Human Resources and HH Orientation and Training Specialist to guarantee a steady stream of graduating CNA caregivers.
- Promotes the CNA School at events, recruiting opportunities and through outreach.
- Oversees development of the school curriculum, ensuring it meets requirements and regulation.
- Initial and ongoing development, implementation, and evaluation of the program.
- Secures and supervises the appropriate number of qualified instructors including RN, LPN, and ancillary instructors who deliver classroom, laboratory, and clinical instruction to students.
- Secures appropriate classroom and clinical facilities.
- Ensures an orientation of the students, not to be included in the minimum 75-hour training program.
- Assures each student is clearly identified as a student in a manner easily recognizable to clients, family members, visitors and staff in the clinical setting.
CNA School Program Coordinator

- Plans for classroom, laboratory and clinical learning experiences.
- Signs written agreements between the administration of the program and outside providers of clinical resources.
- Reports to the Board of Nursing the names of all individuals who have satisfactorily completed the training program within 30 days of program completion.
- Provides for safekeeping of a system of permanent records and reports essential to the operation of the program for a minimum of two years which shall include:
  1. A skills checklist that demonstrates satisfactory performance of all required skills for each student.
  2. Student records such as attendance, test scores, etc.
  3. Instructor records such as license, resume and training.
  4. Annual report to be submitted to the Board of Nursing on the form furnished by the Board of Nursing.
- Develops written policies for admission to, dismissal from, and completion of the program.
- Provides for a systematic plan to evaluate the program.
- Confers with DORA’s Nurse Aide Training Compliance Manager/Board of Nursing/Program Branch as needed.

Skills and Abilities:
- Self-motivated and flexible
- Possess decision making and problem solving skills
- Maintains confidentiality in all areas
- Excellent written and verbal communication with ability to write and develop curriculum.
- Strong interpersonal skills.

Physical/Environmental Requirements:
- Office environment, must be able to lift, push, pull up to 50 lbs. frequently
- Reasonable accommodations may be made to empower the qualified individual with a disability to perform the essential functions of this position.

This position may also require the performance of other duties as assigned.

I have read and understand the above job description:

If you are qualified and wish to apply, please route your resume and salary expectations along with a cover letter addressing your alignment with the minimum qualifications to hrresumes@theic.org. Responses must be received by September 18, 2017.

EQUAL EMPLOYMENT OPPORTUNITY: The Independence Center is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. Reasonable accommodations may be made to empower a qualified candidate with a disability to perform the essential functions of the job.