NCCC Northwestern Connecticut Community College • Park Place East • Winsted, Connecticut 06098-1710

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ANNOUNCEMENT OF POSITION OPENING

Date Posted: December 20, 2019

POSITION: **CNA Coordinator (Educational Assistant)**
Part-Time (10-15 hours/week flexible)

SALARY: $30.47 per hour

ANTICIPATED STARTING DATE: February 2020

APPLICATION DEADLINE: ~~January 17, 2020~~ Until Filled

JOB SUMMARY: The CNA Coordinator will ensure that the nurse aide training program is conducted in compliance with the CT State Department of Health guidelines.

MINIMUM QUALIFICATIONS: Registered Nurse licensed in CT who posses a minimum of two years of nursing experience, at least one year of which must be in a chronic and convalescent nursing home or rest home with nursing supervision. Must have completed a course in teaching adults or supervising nurse's aides. A Bachelor's degree, experience in education or training preferred.

Experience in curriculum development and alignment of academic and clinical performance with an evaluation process. The preferred candidate will have established relationships with area health care facilities and partners.

POSITION RESPONSIBILITIES: Under the supervision of the Division Director Nursing & Allied Health, the CNA Coordinator responsibilities include, but are not limited to, the following:

- Program curriculum and lesson plan development to ensure compliance with all regulatory standards.
- Schedule classes.
- Recruit, interview, hire and train new instructors.
- Classroom and clinical supervision and evaluation of both students and instructors.
- Respond to student conduct or human resource issues as they may arise.
- Ensure certification examinations are conducted and file paperwork for the national registry.
- Oversee the biennial CT Department of Health reaccreditation process.

Administrative duties to include marketing program, maintaining contracts, responding to phone and email inquiries, registering students, ordering textbooks and supplies, assessing and reporting on the enrollment, completion rate and financial status of each class. Maintain records in compliance with state and college policies and for billing and audit purposes. Collaborate with academic and student services, work force training entities, and business and community groups.

TO APPLY: **To apply, please submit the follow documents electronically:**

1) Cover Letter
2) Resume
3) Typed Board of Regents Employment Application, available at: https://www.nwcc.edu/human-resources/employee-forms/
4) Unofficial Transcripts from each Degree-Granting Institution

You may email your application package to **NW-HumanResources@nwcc.edu**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Northwestern Connecticut Community College is an affirmative action/equal opportunity employer. M/F. Protected group members are strongly encouraged to apply.