

Job Description

Job Title: RN Lead Instructor

Title of Supervisor: Director of Workforce Development

Department: HTTI

FLSA Status: Exempt

Type of Employment: Full-time

Supervise:

Position Summary:

The Lead Instructor is a Registered Nurse who has the interest, ability, and knowledge to teach students under the Pennsylvania Department of Education guidelines to become safe and competent nurse aides who can pass the state competency exam. This person will also be responsible for implementing and teaching home health aide training and other entry level nursing related courses. In addition to teaching responsibilities, this position involves other duties such maintenance of clinical relationships, consistent curriculum development and revisions, and compliance with the Department of Education, Private License School, and Council of Occupational Education standards. Additionally, this person is responsible for coordinating aspects of the training programs that require support and the knowledge of an RN.

The Lead Instructor must believe in the value of the nursing assistant programs offered by the District 1199C Training and Upgrading Fund/HTTI and must respect the contribution of Nurse Aides and Home Health Aides to health care.

Essential Functions and Responsibilities:

Teaching

- Maintains and implements standards of confidentiality
- Prepares and explains the course syllabus for each new class
- Completes the class orientation for each new class of students
- Uses the approved curriculum to plan instructional activities
- Writes lesson plans for each segment of instruction
- Prepares materials for each lesson
- Writes and scores examinations
- Evaluates students using skills checklist
- Creates a classroom and clinical environment that is conducive to learning
- Records attendance on a daily basis
- Provides substitute service to cover classes of absent teachers

Program Coordination

- Maintains the upkeep and cleanliness of the nursing laboratory and classrooms
- Support with scheduling clinical instruction
- Develops materials and schedules students for classroom and clinical make up assignments
- Fosters good relationships with clinical affiliates
- Attends workshops and professional development programs for self-improvement
- Assists in the recruitment, selection and orientation of program personnel (instructors)
- Prepares and maintain selected Nurse Aide Training (NAT) documentation binders
- Prepares and review all NAT program calendars and syllabus before classes begin
- Conducts orientation for new NAT Instructors
- Provides oversight, training and Professional Development to NAT Instructors
- Contributes to program growth and development
- Assists in the development and revisions of curriculum for new trainings - Community Health worker, Home Health Aide
- Provide oversight to interns and administrative staff where applicable

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Qualifications:

Special Licenses and/or Certificates:

Current Pennsylvania Registered Nurse license. Completion of Teaching the Educator workshop course, and approval by Pennsylvania Department of Education prior to teaching any part of a Nurse Aide Training Competency Evaluation Program (NATCEP).

Education and/or Experience:

Graduate of an approved program for professional nursing.
Current Pennsylvania Registered Nurse license. Completion of Teaching the Educator workshop course, and approval by Pennsylvania Department of Education prior to teaching any part of a Nurse Aide Training Competency Evaluation Program (NATCEP).
Minimum of two (2) years of experience as a nurse in the long term care industry.
Minimum of two years of teaching experience
Minimum of two years of management or program coordination experience
Superior written and verbal communication skills and team work skills
Superior organizational skills

Technical Proficiencies:

Proficiency in the use of Microsoft Office products to develop classroom materials and track student outcomes

Work Requirements:

Working conditions are those normally found in an office environment
Ability to travel to clinical sites
Some weekend or evenings

Deadline to apply: August 17, 2018

**Contact Makeeda Holley@ 215-568-2220 x5401
Or mholley@1199ctraining.org**