JOB POSTING
Extra Help Instructors – Certified Nursing Assistant (CNA) Program
(All Campuses)

Summary of Responsibilities:
The Center for Workforce Education is seeking Extra Help Instructors for the Certified Nursing Assistant program. Responsibilities include teaching the classroom and clinical portions of the course. The successful candidates will have knowledge of state and federal laws as they pertain to the Nurse Aid Program. These are part-time, temporary positions and are not benefits eligible.

Responsibilities:
• Work closely with the workforce education department staff to plan, develop and implement courses.
• Teach classroom and clinical portion of the course.
• Responsible for both on-campus and off-campus instruction.
• Directs and supervises student learning in assigned areas.
• Participates in counseling and guidance of students related to their course of instruction.
• Maintains an environment conducive to student learning and safe patient care.
• Maintains and models professionalism in dress, manner and appearance.

Requirements:
• Valid, unencumbered WV RN license and two (2) years experience working as an RN.
• At least one (1) year of experience working as an RN in a certified long term care facility or distinct part of a hospital. LPN or CNA long term care experience does not count. This is a federal regulation and cannot be waived.
• Preference will be given to those who have already been approved by the state as a trainer and have attended the WV state approved Educate-the-Educator workshop.
• This position will require travel between campuses and training sites.

Knowledge and Skills:
• Ability to develop course outlines and lesson plans.
• Computer literate.
• Demonstrate ability to work effectively with students, peers, and public.

Application Process:
Only candidates meeting the minimum qualifications will be considered. Candidates must submit the following material to the address below: Cover letter specifying position of interest, résumé, contact information for three references, and copies of college transcripts and license/certifications. Positions are open until filled. All positions are subject to funding availability. AA/EOE/ADA

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