JOB DESCRIPTION

Title: Program Coordinator-CNA Training

Reports To: Director of Education & Employment Services

Purpose of Position: The Program Coordinator is responsible for the development and delivery of both classroom and clinical training for nursing assistant students as well as oversight of staff involved with the program.

Duties and Responsibilities:
- Advocates for the mission of the organization and upholds the agency’s values.
- Coordinates the program curriculum and policies according to the rules and guidelines from the Rhode Island Department of Health and Department of Education.
- Maintains accurate records, schedules, and course requirements.
- Leads classroom and clinical instruction in a way that teaches and engages students.
- Creates a stimulating learning environment that encourages participation, interpersonal skills development, and comprehension of concepts of good patient care.
- Maintains student health records, in collaboration with support staff to ensure student and patient safety.
- Evaluates and documents student progress through testing, observation, and assessment of skills attained.
- Coordinates state testing with students.
- Provides remediation to students in preparation for the state exam or in preparation of a re-take.
- Engages others in the department to assist struggling students.
- Timely completion of all client/program related documentation, reports and paperwork.
- Monitors the work of the program staff in regards to intake and assessment, appropriate class composition, as well as job readiness, development, placement and retention services.
- Provides strategic direction in expansion of health care related training(s).
- Oversees other clinical instructors who may include paid staff, per diem staff and volunteers.
- Other duties as assigned.

Experience and Education:
- Must possess a valid Rhode Island registered nurse (RN) license.
- A minimum of two years of nursing experience, one of which must be in the provision of long term care services.
- Documented evidence of teaching and/or appropriate supervisory experience.
- Supervisory experience is desirable but not required.
- Experience with grant management and reporting helpful.

**Knowledge, Skills and Abilities:**
- Local travel is required for the position.
- Must be computer-literate with competence in Microsoft Word, email, and web applications.
- Highly organized and able to handle rapidly changing priorities.
- Effective problem-solver.
- Effective verbal and written communication skills.
- Team builder—can inspire and motivate students and staff to perform their best.
- Can work effectively independently as well as a member of a team.
- Committed to working with the homeless and disconnected population.
- Maintain current on changes to the health care field and how it specifically impacts the nursing assistant field.

**Physical demands and work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** Extended periods of sitting and standing as well as assisting clients according to their physical needs. Needs to be able to perform all CNA duties in order to instruct students—such as bending, lifting etc
- **Work environment:** Office environment and clinical setting (nursing home and hospital) with some local travel required. Use of regular office equipment.