



NURSING AIDE TRAINING PROGRAM COORDINATOR PART-TIME POSITION

JOB DUTIES AND RESPONSIBILITIES:

1. Meeting all scheduled classes/labs/clinics and providing instruction in accordance with the philosophy and objectives of the college and the Department Chair's approved course outline.
2. Development of the NATP budget
3. Ongoing development, implementation and evaluation of the program
4. Securing and supervising the appropriate number of qualified instructors including RN, LPN and ancillary instructors who provide classroom, laboratory and clinical instruction to students
5. Securing appropriate classroom and clinical facilities
6. Ensuring orientation of the students to each clinical facility
7. Assuring that each student is identified as a student in a manner easily recognizable to clients, family members, visitors and staff.
8. Planning for classroom, laboratory and clinical learning experiences
9. Securing written agreements between the administration of the program and outside providers of clinical resources.
10. Reporting to the Board of Nursing, by means established by the Board of Nursing, the names of all individuals who have satisfactorily completed the training program within 30 days of program completion
11. Provide for the 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, but not be limited to the following:
 1. Skills checklist that demonstrates satisfactory performance of all required skill 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 on the form furnished by the Board of Nursing
12. Developing written policies for admission to, dismissal from, and completion of the program
13. Providing for a systematic plan to evaluate the program

MINIMUM QUALIFICATIONS:

- Must hold a current Colorado license in good standing to practice as a Registered Nurse.
- Must have a minimum of 2 years of professional nursing experience caring for the elderly or chronically ill.
- Must have a minimum of 1 year of professional nursing experience in a nursing home or long-term care setting.
- Must have completed a course in teaching adults (e.g. Train the Trainer) or have documented experience in teaching adults or have one year experience in managing nurse aides
- Ability to demonstrate or articulate a commitment to serving underrepresented populations or populations affected by societal inequities.

PREFERRED QUALIFICATIONS:

- Bachelor of Science in Nursing
- Experience teaching nursing at any level

COMPENSATION:

\$40.00 - \$50.00 per contact hour depending upon experience

APPLICATION INSTRUCTIONS:

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.S., and M.S.)
4. Names, addresses, and phone numbers of 3 professional references

Please submit the application file to:

Kelsey Barbee
Director of Human Resources
Otero College
via email at kelsey.barbee@otero.edu
719 384-6824

Application Deadline: Open Until Filled- 1st review of applications begins on October 21, 2022