

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Nurse Aide Program Coordinator

DEPARTMENT: Instruction - CTE

REPORTS TO: Director of Nursing Program (DNEP)

SUPERVISES: Nurse Aide Adjunct Instructors

FLSA: FACULTY X APT COACH

DOCUMENT STATUS: New/Date: 8/24/18 Revision # 4 Date: 12/7/2022

TRAVEL: Occasional

SALARY: \$30 per/hour (Position not to exceed 20 hours/week / Pay is dependent on education and qualifications)

COLLEGE-WIDE X **CAMPUS:** **RANGELY** X **CRAIG**

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

The Nurse Aide Program Coordinator functions within the mission, philosophy and procedures of CNCC and the policies of the Colorado Community College System; plans, organizes, and supervises the college Nurse Aide Program.

PRIMARY DUTIES:

The will have the following responsibilities:

1. Assisting with the development of the budget
2. Initial and ongoing development, implementation, and evaluation of the program.
3. Securing and supervising the appropriate number of qualified instructors including RNs, LPNs and ancillary instructors who deliver classroom, laboratory and clinical instruction to students.
4. Securing appropriate classroom and clinical; facilities, which can be located separately.
5. Ensuring the orientation of the students to each clinical facility. Such orientation may not be included in the 90-hour training program.
6. Assuring that each student is clearly identified as a student in a manner easily recognizable to clients, family members, visitors and staff.
7. Planning for classroom, laboratory and clinical learning experiences.

8. Securing written agreements between the administration of the program and outside providers of clinical resources.
9. Signing complete and accurate proof of training affidavits for each student who has successfully completed training at the conclusion of the training program and maintaining a copy of the affidavit in the student's file.
10. Reporting to the Board, by means established by the Board, the names of all individuals who have satisfactorily completed the training program within 30 days of program completion.
11. Providing for the safe keeping of a system of permanent records and reports essential to the operation of the program for a minimum of two (2) years, which shall include but not be limited to, the following:
 - a. A skills checklist that demonstrates satisfactory performance of all required skills for each student.
 - b. Student records such as attendance, test scores, etc.
 - c. Instructor records such as license, resume and training.
 - d. Annual report to be submitted to the Board on the form furnished by the Board.
12. Developing written policies for admission to, dismissal from, and completion of the program.
13. Providing for a systematic plan to evaluate the program.
14. Report to the Nursing Advisory Board biannually regarding status of program.
15. This position will be expected to have mandatory attendance of advisory board meetings once per semester.
16. Performs other duties as assigned by the Director of the Nursing Education Program.

SECONDARY DUTIES:

1. Faculty members are expected to attend faculty meetings.
2. Occasional long and irregular hours necessitated by clinical and compliance with deadlines.
3. Travel will be required for all nurse aide sites.

ESSENTIAL QUALIFICATIONS:

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

1. **Licensure/Certification:** Must have unencumbered, current Colorado Registered Nurse license and current CPR for the Healthcare Provider.
2. **Prior Related Experience:**
 - a. Two (2) years nursing experience in caring for the elderly and/or the chronically ill of any age of which at least one (1) year must be in the provision of services in a long-term care facility.
 - b. Completion of a course in teaching adults (e.g. Train the Trainer) or have documented experience in teaching adults or have one (1) year experience in managing nurse aides.
3. **Equipment Skills:**
 - a. Necessary equipment for nurse aide skills
 - b. Computer/printer
 - c. Telephone/answering machine
4. **Other Qualifications:**
 - a. Good oral and written communication skills
 - b. Ability to work with confidential matters
 - c. Good interpersonal skills.
 - d. Good organizational skills.
 - e. Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem-solving, and honest communication.

- f. Build trusting relationships by acting with integrity, courtesy and responsibility.
- g. Dress appropriately for workplace.
- h. Current Immunizations, including flu vaccinations.

PREFERRED QUALIFICATIONS:

1. Education and Training: Prefer a bachelors or graduate degree in nursing.

APPLICATION INSTRUCTIONS

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies BP 19-60.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Associate Dean of Student Success as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or jennifer.rea@cnc.edu and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or brett.caskey@cnc.edu. Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Human Resource Manager, at 970.675.3253 or angela.miller@cnc.edu.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea
Address: 500 Kennedy Drive, Rangely, CO 81648
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

ADA/Section 504/Title II Coordinator

Name: Brett Caskey
Address: 500 Kennedy Drive, Rangely, CO 81648
Phone: 970.675-3213

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely (less than ½ hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile				X		
Crouching (bend at knees)				X		
Kneeling/Crawling		X				
Stooping (bend at waist)				X		
Twisting (knees/waist/neck)				X		
Turn/Pivot				X		
Climbing		X				
Balancing				X		
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling				X		
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.				X		
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.				X		
11 - 20 lbs.				X		
21 - 35 lbs.				X		
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.		X				

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					x	
Talking on Telephone				x		
Hearing in Person					x	
Hearing on Telephone				x		
Vision for close work					x	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)				x		Scrub attire required for laboratory and clinical situations, closed toed shoes
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)			x			During clinical and lab experiences, may be exposed to these elements
Operation of equipment, tools, vehicles			x			Driving required to distant learning environments
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)					x	Needs knowledge of nurse aide clinical skills and needs to teach hygiene skills to other students per State guidelines
Other environmental requirements:						

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____