



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

TITLE:	Coordinator – Certified Nursing Assistant Program
LOCATION:	Center for Workforce and Community Education Division (CWCE)
REPORTS TO:	Program Director
GRADE:	PSA 12
WORK SCHEDULE:	35 hours per week Some evening and weekend work may be required

CCRI Mission:

The Community College of Rhode Island is the state's only public comprehensive associate degree-granting institution. We provide affordable open access to higher education at locations throughout the state. Our primary mission is to offer recent high school graduates and returning adults the opportunity to acquire the knowledge and skills necessary for intellectual, professional and personal growth through an array of academic, career and lifelong learning programs. We meet the wide-ranging educational needs of our diverse student population, building on our rich tradition of excellence in teaching and our dedication to all students with the ability and motivation to succeed. We set high academic standards necessary for transfer and career success, champion diversity, respond to community needs, and contribute to our state's economic development and the region's workforce.

JOB SUMMARY:

To coordinate and facilitate all aspects of the Certified Nursing Assistant Program; these duties include coordinating, marketing, and recruiting for the CNA program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the marketing and recruitment of CNA students.
- Assist in selecting, interviewing, hiring and evaluating CNA instructors.
- Schedule CNA class dates, times and locations.
- Coordinate student registration and orientation for CNA classes.
- Oversee daily operations of CNA program.
- Participate in meetings with other program and division personnel.
- Meets with Dean of Health & Rehabilitative Sciences twice a year (and more often as needed) to discuss the needs for curriculum changes.
- Maintain contact with the RI Department of Health.
- Participate in writing contract proposal.
- Administer training workshops for CCRI evaluators for program recertification.

Knight Campus

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- Oversee the annual evaluation of program.
- Participate in staff development activities offered through CCRI.
- Teach non-credit CNA courses and serve as a backup for CNA instructors on an emergency basis.
- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, and with students of various learning styles, cultures, identities, and life-experiences.
- Other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Various office equipment which may include computers, telephones, fax and copy machines, equipment used in providing instruction, and other office equipment. Must have access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

- Current RN licensure with five years' nursing experience required, one year of which must be in the provision of long term care services.
- Bachelor's degree in Nursing or other related health care program preferred.
- At least one year of full-time experience in CNA supervision/instruction required.
- Exceptional interpersonal and communication skills essential.
- Must be an energetic self-starter, comfortable working in a busy, diverse environment.

***This position is third-party funded and subject for renewal on June 30th.**

CCRI is an Equal Opportunity / Affirmative Action Employer.

CCRI recognizes that diversity and inclusivity are essential to creating a dynamic, positive and high-performing educational and work environment and to helping prepare our students for lifelong success. We welcome applicants who can contribute to the College's commitment to excellence created by diversity and inclusivity.

CCRI prohibits discrimination, including harassment and retaliation, on the basis of race, color, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a protected veteran. Inquiries or complaints concerning discrimination shall be referred to the College's Director of Institutional Equity & Title IX Coordinator, Elizabeth Canning, ecanning@ccri.edu.

The Jeanne Clery Act requires institutions of higher education to disclose campus policy statements and crime statistics. Our annual report is available here:

<http://ccri.edu/campuspolice/pdfs/ANNUAL-SECURITY-REPORT-FINAL.pdf>