Position Title: NATCEP Program Supervisor—Coordinator/Primary Instructor (STNA)

Reports To: Nursing Program Administrator

Beginning Date: September 2020

Compensation: Commensurate with education and experience (part-time position does not include benefits)

Required Education, Training and Experience:

- A minimum of a baccalaureate degree in nursing.
- Current, valid, and unrestricted licensure as a registered nurse in the state of Ohio.
- Minimum of two (2) years of nursing experience as a licensed registered nurse, at least one (1) of which shall be in the provision of long-term care facility services.
- Successful completion of a Train-The-Trainer (TTT) program approved by Ohio Department of Health.
- Current State of Ohio Adult Education Teaching Permit.
- Other combinations of experience and education that meet the minimum requirements may be substituted with KCCC/KTC and ODH approval.
- Satisfactory FBI/BCI background check, drug test, and reference check.
- Prior experience as NATCEP Program Coordinator or Primary Instructor preferred but not required.

Description:

The purpose of this position is to collaborate with the Nursing Program Administrator to coordinate and supervise activities of the Nurse Aide Training and Competency Evaluation Program (NATCEP) at the post-secondary level. Within the NATCEP program, the Supervisor will hold the position of Program Coordinator as described in the Ohio Administrative Code [3701-18-09].

Essential Functions include:

- Maintaining primary responsibilities as the NATCEP Program Coordinator for the overall administration and accountability of the program [3701-18-09 (A)(C)].
- Overseeing staffing, training, and teaching as needed/necessary.
- Being accessible to the primary instructors and trainees whenever the program is operating [3701-18-09 (A)(C)].
- Assuring the program’s compliance with the applicable provisions of this chapter [3701-18-09 (A)(C)].
• Under direction and guidance of the Nursing Program Administrator, and in accordance with all responsibilities of a NATCEP Program Supervisor as outlined in Ohio Administrative Code [3701-18-09]
• This is a part-time position and does not include benefits.

Application Deadline: Until Filled

Please Apply To: Send Resume and Application (see link below) to:
Jane Marlow, Director
c/o: Karrin Sherer
Knox Technical Center
308 Martinsburg Road, Mount Vernon, OH 43050
ksherer@knoxcc.org
FAX: (740) 397-1659


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