

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
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Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8400
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KBOCC Mission Statement: Formed out of our American Indian identity, the mission of the Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition, and beliefs that supports lifelong learning.

JOB DESCRIPTION

POSITION: Certified Nursing Assistant (CNA) Training Program
Coordinator (10-month contract)
Start Date: August 19, 2024

LOCATION: KBOCC Wabanung Campus
770 N. Main St, L'Anse, MI 49946

SUPERVISORY CONTROL: Nursing Department Chair

SALARY: Grade 14

SUMMARY:

As a Certified Nursing Assistant (CNA) Training Program Coordinator and High School CTE Instructor, you will play a pivotal role in preparing students for careers in healthcare, specifically as certified nursing assistants. This multifaceted role involves curriculum development, program coordination, teaching, and mentoring high school and college students interested in pursuing careers in the healthcare industry.

QUALIFICATIONS:

- Bachelor's degree in Nursing or a related field required; Master's degree preferred.
- Must have unencumbered, current Michigan Registered Nurse license and current CPR for the Healthcare Provider.
- At least 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.
- 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.
- Experience in curriculum development, program coordination, and/or teaching, particularly in a secondary education setting, preferred.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with diverse stakeholders, including students, faculty, administrators, and healthcare professionals.
- Commitment to promoting equity, diversity, and inclusion in education and healthcare.

- Possesses minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to any felonies offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

Crimes of violence	Sexual assault
Exploitation	Offenses committed against children
Crimes against persons	Molestation
Child abuse or neglect	Contact with or prostitution

RESPONSIBILITIES:

- Teach a full-time course load within the department of in-person, hybrid and/or online courses (may be combined with funding from grant initiative for additional hours per week).
- Use proficiently the MS Office suite, Canvas and other hardware and software as needed.
- Assist with the development and implementation of the academic strategic plan within the department, particularly in the areas of recruiting, course transferability, and articulation.
- Employ a wide variety of teaching methods designed to create opportunities for deep understanding and differentiated instruction for all levels of ability within a class, including serving students identified with special needs.
- Coordinate all aspects of the CNA & CTE training program, including scheduling classes, securing clinical placements, and managing program logistics.
- Collaborate with school administration, healthcare facilities, and regulatory agencies to ensure compliance with program requirements and regulations.
- Oversee the recruitment and enrollment process for students interested in the CNA & CTE training program.
- Maintain accurate records of student attendance and achievement.
- Prepare a syllabus for each assigned course which meets KBOCC content requirements.
- Participate in departmental and college events including graduation and honors ceremonies.
- Complete annual faculty self-assessment.
- Abide by KBOCC course policies as outlined in the Faculty Guidebook.

DUTIES:

- Employ excellent written and oral communication skills.
- Possess or quickly acquire knowledge of college policies and procedures.
- Collaborate effectively in teams.
- Use proficiently the MS Office suite, Canvas internet and other hardware and software as needed.
- Develop comprehensive curricula and appropriate methods of evaluating student's performance in the CNA & CTE training program, aligning with state standards and industry best practices.
- Plan and conduct assessment of student learning.

- Perform other duties as assigned.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.

PREEMPLOYMENT TESTS:

Employment is contingent upon the satisfactory result of a security background check, pre-employment drug testing, updated immunizations and physical exam.

CLOSING DATE:

Internal only posting available until April 18, 2024. Open until filled.

NATIVE AMERICAN PREFERENCE:

Preference will be given to qualified applicants according to policy.

VETERAN PREFERENCE:

Preference will be given to qualified Veterans (need DD214)

APPLICATION PROCEDURE:

Submit an official KBOCC application, cover letter, resume, certification/transcripts, and three reference letters to:

Human Resources

Keweenaw Bay Ojibwa Community College

770 N. Main St, L'Anse, MI 49946 OR

email hr@kbocc.edu with all documentation

Official KBOCC applications can be found on our website:

www.kbocc.edu/employment