

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
(906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903 Fax:
Fax: (906) 524-8420

KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

CNA Training Program Coordinator

Full-time, non-except

All REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICATION WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Complete Keweenaw Bay Ojibwa Community College Application
- ☐ Copy of Unofficial College transcripts
- ☐ Three Letters of Recommendation
- ☐ Copy of Nursing License
- ☐ Copy of CPR certification for healthcare provider
- ☐ Copy of CNA Trainer License
- ☐ Copy of valid Michigan Driver's License
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD21

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
Phone: 906-524-8402

OR email hr@kbocc.edu with all documentation

Official KBOCC applications on our website: <http://www.kbocc.edu/employment/>

Keweenaw Bay Ojibwa Community College does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, Individuals of Indian Ancestry and Veterans will be given preference by law.

Wabanung Campus
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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)
*(Academic Year 2025-2026 will be prorated a contract
Start date January 5, 2026 thru June 12, 2026)*

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 position includes curriculum development, program coordination, instruction, assessment, and mentoring of both college and dual-enrolled high-school students. The role ensures compliance with Michigan CNA training standards, MDE-OCTE CTE requirements, and KBOCC academic policies.

QUALIFICATIONS:

- Bachelor's degree in Nursing or related field required; Master's degree preferred.
- Unencumbered, current Michigan Registered Nurse license and current CPR for the Healthcare Provider.
- Current Michigan CNA Trainer License.
- Minimum two (2) years nursing experience caring for elderly or chronically ill individuals, with at least one (1) year in a long-term care facility.
- Completion of a course in teaching adults or documented experience teaching adults, or one (1) year experience supervising nurse aides.
- Experience in curriculum development, program coordination, or secondary education preferred.
- Strong communication, interpersonal, and organizational skills.
- Ability to work collaboratively with diverse stakeholders including students, faculty, administrators, and healthcare professionals.
- Commitment to promoting diversity, inclusion, and cultural responsiveness.
- 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:

CNA Program Coordination

- Coordinate all aspects of the CNA Training Program, including scheduling, clinical placements, instructional planning, and day to day program logistics.
- Maintain full compliance with State of Michigan CNA program requirements, regulatory policies, and clinical facility standards.
- Oversee the recruitment, onboarding, and enrollment processes for CNA students.
- Maintain accurate and timely records of student attendance, clinical hours, competency check offs, evaluations, certification testing, and overall progression.
- Manage state reporting requirements and schedule Michigan CNA Certification Exams for eligible students.
- Prepare syllabi that meet KBOCC requirements and comply with Faculty Guidebook expectations.
- Implement diverse teaching and assessment methods suitable for varied learning styles and students with special needs.
- Participate in departmental and college wide events including Honors ceremonies and Commencement.

CTE CNA Instructor & Dual Enrollment Responsibilities

- Serve as the primary instructor for the high school CTE Certified Nursing Assistant Program (MDE OCTE state-approved CTE program: 51.0000 Health Sciences, General).
- Deliver classroom, lab, and clinical instruction aligned with MDE OCTE standards and the Michigan Nurse Aide Training Model Curriculum.
- Ensure all instructional hours, including theory, laboratory skills, and clinical practicum—meet state regulatory requirements.
- Maintain and complete all required CTE documentation, including:
 - CTEIS segment and course reporting
 - Enrollment and credential attainment reports
 - Knowledge/Performance Assessments
 - OCTE compliance documentation
 - Annual program review and follow up (5S) reporting
- Attend required CTE in-services, teacher update sessions, and professional development offered by CCISD and MDE OCTE.
- Maintain precise dual enrollment records including attendance, clinical hour tracking, assessment data, and credential outcomes for CCISD, partner high schools, and KBOCC.

- Collaborate with high school counselors, CCISD staff, and administrators on scheduling, student eligibility, academic concerns, and parent communication.
- Coordinate clinical placements for CTE students, ensuring all facility onboarding, supervision requirements, and safety protocols are met.
- Prepare students for the Michigan CNA Competency Evaluation, including guiding exam registration, providing remediation, and supporting skill mastery.
- Work with and maintain an advisory committee made up primarily of industry professionals to help evaluate and improve course content and maintain program credibility and standards.
- Provide the CTSO leadership component required by the Office of Career and Technical Education.
- Participate in outreach and recruitment events such as career fairs, classroom presentations, and school visits.
- Ensure all CNA/CTE learning environments meet state requirements for equipment, PPE, infection control, safety, and documentation.

DUTIES:

- Demonstrate excellent written and oral communication skills.
- Acquire knowledge of KBOCC policies and procedures and apply them appropriately.
- Collaborate effectively across teams and departments.
- Develop and revise CNA/CTE curricula aligned with state expectations and industry standards.
- Conduct assessment of student learning and maintain ongoing improvement strategies.
- Advise CNA students and provide academic and program-related guidance.
- Participate in outreach and recruitment for the CNA and CTE programs.
- Perform additional 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 November 28, 2025. Closing date December 5, 2025 or 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