

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



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

Position: Certified Nursing Assistant (CNA) Training Program Coordinator

Full-time, 10-month Renewable Contract

**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
- ☐ Three Current Letters of Recommendation
- ☐ Resume
- ☐ Cover Letter
- ☐ Copy of Unofficial College transcripts
- ☐ Copy of Driver's License
- ☐ If you are Native American/Indigenous, you must attach a copy of Tribal enrollment or proof of descentancy
- ☐ 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

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.

Official KBOCC applications on our website:

<http://www.kbocc.edu/employment/>

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JOB DESCRIPTION

POSITION: Certified Nursing Assistant (CNA) Training Program Coordinator
(10-month renewable contract)
(Academic Year 2026-2027 will be a prorated contract thru June 11, 2027)

DEPARTMENT: Nursing

SUPERVISORY CONTROL: Nursing Department Chair

SALARY: Grade 14 (\$25.64 to \$38.46)

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 felonious offense or two or more misdemeanor offenses (under Federal, State, or Tribal law; violations from other states will be interpreted according to the Michigan Penal Code) involving the following:

Crimes of violence
Contact with or
prostitution

Sexual Assault
Crimes against people

Molestation
Offenses committed
against children

Exploitation
Child abuse or neglect

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.

PRE-EMPLOYMENT TEST: Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE: Preference will be given to qualified individuals of Native American/ Indigenous descent.

VETERAN PREFERENCE: Preference will be given to veterans (need DD214).

DEADLINE TO APPLY: Open until filled.

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 of similar kind or level difficulty.

APPLICATION PROCEDURE: Submit an official KBOCC Student Internship application, and all documentation required to:

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:
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