



J. Johnson Education Center, Ltd.
7905 W. Appleton Avenue
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jjohnsoneducationcenter.com

NURSING ASSISTANT INSTRUCTOR JOB DESCRIPTION
(BILINGUAL CANDIDATES (ENGLISH/SPANISH) ARE HIGHLY ENCOURAGED TO APPLY.)

Under the direct supervision of the Administrator, provides instruction for Nursing Assistant courses and maintains course documentation and related Nursing Assistant Program communication.

CHARACTERISTIC DUTIES & RESPONSIBILITIES (INCLUDE, BUT ARE NOT LIMITED TO):

1. Provide on-site instruction in the areas of entry level care giving for Nursing Assistants.
2. Plan, select, prepare and implement appropriate active learning activities to meet all course competencies.
3. Prepare, and/or select and utilize reliable and valid formative and summative in-class assessment tools/techniques to measure students' achievement of course competencies.
4. Distribute, in written form, course competencies, performance criteria, established approved grading procedures and standards, attendance and class policies/procedures, and other necessary information to students at the beginning of the course.
5. Deliver instruction using active learning methods which accommodate different learning styles.
6. Provide guidance and advice to students as regarding course progress, program areas, or other academic concerns.
7. Review and revise as necessary delivery methods, instructional materials, learning activities, and assessment tools.
8. Work collaboratively with the administrator, colleagues and staff members to integrate instructional activities and materials.

MINIMUM QUALIFICATIONS:

Knowledge, Skill, and Ability Requirements

1. Ability to deliver instruction using active learning methods which accommodate different learning styles.
2. Ability to plan, select, prepare and implement appropriate active learning activities to meet all course competencies.
3. Ability to develop, utilize and/or update course competence and summaries.
4. Good oral/written communication skills.
5. Ability to maintain competency in the occupational field.
6. Demonstrated ability and experience working with diverse populations.
7. Ability to work collaboratively with other colleagues and staff.
8. Ability to provide guidance and advice to students as needed.
9. Working knowledge of computer concepts.

Additional Qualifications

1. Must meet State and Federal certification requirements for nursing assistant instructor (2 years or 4000 hours of long term care experience in home care or a long term care facility).
2. Bachelors in Nursing degree or higher with an active nursing license from the State of Wisconsin.

3. Two years teaching experience (include teaching of Nursing Assistant courses) preferred, but will accept applications from applicants that have completed the Department of Health Services (DHS) approved Train the Trainer program.
4. Two-years recent (within the past 5 years) work experience in home health care, or other health care settings which utilizes nursing assistants.
5. Background check clearance.
6. Appointment to this position is contingent upon DHS approval of applicant as a CNA instructor.

HOURS:

This is a part time position and is not benefit eligible. Schedule and class load will vary. The selected candidate will work primarily in the morning and must be able to work year round.

SALARY:

Salary is determined based on years of occupational and/or teaching experience, along with education level.

HOW TO APPLY:

JJEC hires on an as needed basis and accordingly we accept resumes and cover letters continuously. If you are interested in sending these items they can be sent to jjohnsonedctr@gmail.com. Please type, "Resume for CNA instructor position" in the subject line.

Please **do not visit or call** the office to inquire about the status of your resume. If an opening arises, and/or we are interested in you as a candidate, **we will contact you**. At that time, you will need to formally apply for the position, which means you will need to come to our administrative offices located at 7905 W. Appleton Avenue Milwaukee, WI 53218. When you come, please be prepared to provide the following documentation and information:

1. A copy of your identification and social security card to verify your current name.
2. A copy of your current nursing license
3. A copy of your completed HFS-64, Background Information Disclosure (BID) Form
4. Your current resume to verify your education, work history and clinical experience in meeting clients' psychosocial, behavioral, cognitive and physical needs. **Please note:** you should carefully outline your job duties, describe your employment in care of the chronically ill and describe your home health experience, if applicable.
5. Proof of two years teaching experience (include teaching of nursing assistant courses) or a copy of your certificate of completion from a DHS approved Train the Trainer program.
6. Also please feel free to attach any other information that you deem appropriate and supports your candidacy for this position.

NONDISCRIMINATION POLICY:

J. Johnson Education Center does not discriminate in any manner contrary to law or justice on the basis of race, color, gender, sexual orientation, age, religion, disability, veteran's status or national origin in its educational programs or activities, including employment and admissions.

At the same time, J. Johnson Education Center cherishes its right and duty to seek and retain personnel who will make a positive contribution to its religious character, goals, and mission in order to enhance the Christian tradition.