

Total Action tap For Progress into hope

JOB DESCRIPTION

JOB TITLE: Coordinator/Instructional Specialist (RN)

COMPONENT: This Valley Works (TVW – Nurse Aide)

SALARY: \$27.00-\$31.00 Hourly

CLASSIFICATION: Non-Exempt (Full-Time 4 hours per week)

DEFINITION AND PURPOSE:

Coordinate and provide Nurse Aide training as well as remedial education; proctor exams for state recognized certification

ORGANIZATIONAL RELATIONSHIPS:

Supervised by: Department Director

Supervises: Substitute Instructional Specialist

Coordinates with: Other TAP staff, Local Healthcare Businesses

RESPONSIBILITIES:

- Coordinates schedule and classroom enrollment with nursing facilities and the general public
- Teaches nurse aide classes and proctors, when needed, testing that results in Board of Nursing recognized certification
- Schedules substitute and additional Nurse Aide educators as necessary
- Assists with remedial education and tutoring
- Maintains Attendance, Testing, and Skills Check-off Logs to ensure participant accountability. Reports pass or fail scores to Director and state licensing.
- Assists in instructing trainees on proper soft skills and techniques (interviewing, application completion, employer communications, etc.)
- Maintains a working relationship with Carilion, LewisGale, and other health care providers in the community
- Assists in identifying appropriate job opportunities for clients whether successful in completing courses or not.
- Assists other TVW staff in design and implementation of health related courses
- Performs other duties as assigned and required.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to instruct adults in job seeking and retention skills
- Interpersonal skills required

- Well organized and possess written and verbal communication skills
- Enthusiastic and able to motivate clients
- Background in adult education
- Possess good computer skills

TRAINING, EDUCATION AND EXPERIENCE:

- Must be an RN with a current, unrestricted Virginia license or a multistate licensure privilege
- Must have graduated from a state-approved nursing program
- Must have at least two years direct patient care experience as a nurse
- Must have satisfactory completion of a course in teaching adults

SPECIAL REQUIREMENTS:

- Reliable transportation and a valid Virginia Operator’s license with a good driving record for insurance purposes.
- Free to travel as necessary.
- Must pass drug screening. Some positions require positive complete background screening including: criminal, sex offender and child protective services.
- Physical activity of this position – climbing stairs and ramps; balancing; stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, use of fingers for – picking, pinching and typing; grasping, feeling, talking, hearing, repetitive motion of the wrists, hands, and/or fingers.
- Physical requirements of this position – light work; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently.
- Visual acuity requirements – close visual acuity to perform an activity such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Conditions subject to in this position – worker not substantially exposed to adverse environmental conditions.

This description provides information regarding the essential functions of the designated job, and general nature and level of work associated with the job. It should not be interpreted to describe all the duties that may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

Every TAP employee shares in TAP’s responsibility to “Mobilize Community Resources” in support of TAP’s anti-poverty efforts.

TAP hires only U.S. Citizens and lawfully authorized aliens.

Equal Opportunity Employer/Drug Free Workplace
Bilinguals Encouraged to Apply