



Position Announcement
Nursing Assistant Instructor, Part-Time

Title: Nursing Assistant Instructor

Qualifications: Unencumbered license as a Registered Nurse in the State of Arkansas or Compact State of residence.

Minimal of an Associate Degree in Nursing required.

Minimum of two years of Nursing experience including at least one (1) year in the provision in long term care nursing services within the last five (5) years. Experience may include, but is not limit to, employment in a nursing assistant education program or employment in or supervision of nursing students in a nursing facility or unit, geriatrics department (excluding geriatric psychiatry), long-term care hospital, home care or other long term care setting (Rules & Regulations, Office of Long Term Care Facility, Nursing Assistant Training Program, page 16.)

Reports to: Dean of Nursing, Allied Health, and HPER

Position Description:

The part-time Nursing Assistant Instructor position is provided on an adjunct contract based on scheduled courses meeting the required number of enrolled students (10-12) or as approved. The Nursing Assistant Instructor provides instruction to Nursing Assistant students following the most current approved curriculum by the Arkansas Department of Health & Human Services, Division of Medical Services, Office of Long Term Care, in the classroom, lab and clinical areas.

Job Responsibilities:

Duties of the Nursing Assistant Instructor include but are not limited to:

1. Follows established academic policies and procedures of the College that facilitate instruction, administration and student well-being.
2. Provides formal classroom instruction following the learning objectives as outlined in the "Long Term Care Facility Nursing Assistant Training Curriculum".
3. Demonstrates appropriate lesson planning and preparation for classroom, lab and clinical.
4. Develops and maintains an environment conducive to effective learning.
5. Utilizes effective teaching methodologies in classroom instruction to include use of technology to enhance student learning.

6. Provides clinical instruction and supervision to assigned students in both the clinical lab and long term care facilities as assigned and approved by the Office of Long Term Care.
7. Evaluates student progress in the classroom, clinical lab and long term care facility as required by the College and the Office of Long Term Care Rules and Regulations.
8. Demonstrates effective interpersonal relations and communication skills with students, staff, faculty, and all college employees.
9. Provides academic advising of assigned students.
10. Supports the Nursing Assistant Primary Instructor in validating the following:
 - The student or trainee demonstrates competence in clinical skills and fundamental principles of resident care by documenting and signing the task performance record (skills check-off).
 - Maintain record to verify participation and performance of each student/trainee in each phase of the training program.
 - Students/trainees entering the clinical long term care facility receives an orientation that includes
 - Organizational Structure of Facility
 - Policies and Procedures (including fire/diaster plans, etc.)
 - Philosophy of care of the Facility
 - Description of the Resident Population
 - Employee Rules
 - The satisfactory completion of the training program shall be attested on each trainee's record.
 - Each student/trainee is issued a certificate of completion within ten (10) calendar days of course completion and as described in Section IV (B) (7) of the Office of Long Term Care Rules and Regulations.
11. Abide by the Office of Long Term Care Rules and Regulations and the Nursing Assistant Training Curriculum.
12. Attends and participates in reconvening activities, divisional and departmental faculty meetings as requested.
13. Maintains an annual evaluation portfolio of teaching and professional activities that demonstrates professional growth.
14. Cooperates with other members of the Nursing & Allied Health faculty.
15. Responsible for maintaining updated, unencumbered license to practice in Arkansas or in Compact State of residence.
16. Maintain education and clinical competencies in areas of instructional responsibilities.
17. Participates in ANC instructional and nursing assistant program assessment activities.
18. Involvement in student recruitment and retention-related activities.

Application Deadline: Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

Application Procedure: To apply, send completed ANC application, letter of interest, resume, references, and transcripts/certifications to:

**Office of Human Resources
Arkansas Northeastern College
P.O. Box 1109
Blytheville, AR 72316-1109.**

or email to anc-hr@smail.anc.edu For more information, call (870) 762-3121.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

**Date of
Announcement: October 31, 2018**