



GRAYS HARBOR COLLEGE

Job Announcement

CNA Instructor Fast Track Program **Part-Time, Non-Tenure**

Open 10/05/2009

Open until filled
2nd Review Date: November 6th, 2009

****APPLICATION PROCEDURE****

APPLICANTS ARE REQUIRED TO SUBMIT THE FOLLOWING:

1. Letter of application addressing your abilities and qualifications for the position
2. [GHC Application](#) (download)*
3. Resume

For guaranteed consideration, application must be received by November 6th, 2009. This position will remain open until filled. Incomplete applications will not be accepted or considered for interview. **All application materials become property of GHC, and will not be returned or photocopied.**

PROCESS NOTE:

The candidates selected for interviews will be subject to Criminal History Background Checks.

*We would like to encourage you to submit your entire application packet electronically to pfoshaug@ghc.edu. If you have any questions, please contact Patricia Foshaug at 360-538-4218 or 1-800-562-4830, ext. 4218 or visit our website at <http://www.ghc.edu/hr/employment.htm>.

Grays Harbor College is looking for an RN or LPN to teach a one-time nursing assistant course. The instructor will teach both the classroom and clinical over a 15 day period. Dates of the course will be negotiated with the instructor.

PRIMARY RESPONSIBILITIES:

- Teach assigned CNA 102 Certified Nursing Assistant course classroom and clinical.
- Utilize the Grays Harbor College CNA 102 curriculum and adhere to program policies and regulatory requirements.
- Select appropriate methods of instruction and develop teaching materials to assist the student in achieving the learning outcomes of the course.

HUMAN RESOURCE OFFICE

1620 Edward P. Smith Drive • Aberdeen, WA 98520 • (360) 538-4218 • <http://www.ghc.edu/employment>

- Construct exams and assignments to evaluate student learning. Assign course grades based on course grading scale.
- Prepare students for success on the written and skills exams for certification.
- Maintain necessary documentation of student achievement.
- Submit quarter grades according to college timeline.
- In collaboration with the Director of Nursing Program, maintain inventory of supplies and equipment needed for the program/course.

REQUIRED QUALIFICATIONS

- BS in Nursing or
- Associate of Applied Sciences degree in registered nursing or Certificate of Completion in Practical Nursing
- Current unencumbered Washington State RN or LPN licensure
- Minimum 3 years experience as RN or LPN within the last five years working with the elderly and/or chronically ill
- Detail oriented
- Demonstrated competence in nursing skills
- Demonstrated written and oral communication skills
- Able to work independently

PREFERRED QUALIFICATIONS

- Adult teaching experience
- Current or recent nursing home or assisted living experience
- Has completed a “Train the Trainer” course

SALARY AND BENEFITS OR EMPLOYMENT TERMS

This is a part-time, non-tenure-track position and not eligible for benefits. The part-time compensation rate for classroom instruction is \$487.13 per quarter load hour.

If an applicant has a physical or mental condition which requires the College to make a reasonable accommodation for the application and screening process, the applicant must notify the Human Resources Office at least three (3) working days prior to the date of the need.

Grays Harbor College is firmly committed to providing an environment that provides fair and equal treatment in public employment and equal access to its programs and services. This shall be provided to all persons without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, or veteran status. In accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. TTY-TTD 360-538-4223.

The following persons have been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Services and/or Office of Human Resources, Grays Harbor College, 1620 Edward P. Smith Drive, Aberdeen WA 98520, (360) 532-9020.