**Program Coordinator for Nurse’s Aide Program** (PT)

**Economic Development**

Albany Technical College seeks a part-time Program Coordinator for the Nurse’s Aide Training Program. Under general supervision, the Program Coordinator oversees the Nurse’s Aide Certification program at Albany Tech and its instructors. He/she will assist with the compilation of application material to present for the approval or re-approval of the program, and verify that the program complies with NATP requirements. He/she will prepare all documentation for yearly on-site program reviews. He/she will assist instructors in resolving issues with students. The Program Coordinator confirms classroom/lab availability and secures clinical sites. He/she will make monthly visits to classroom, lab, and clinical sites evaluating instruction and documenting progress. He/she must attend the first clinical rotation for any first-time instructor who doesn’t have nursing home experience. The Program Coordinator will maintain student, instructor, and program records and sign proof of training affidavits for each student who has successfully completed training. The successful candidate must be highly motivated, and have functional knowledge of a computer, and must possess appropriate diplomacy and critical thinking skills. He/she must have good written and oral communication skills.

**Minimum Qualifications:**  The applicant MUST possess current active licensure in the state of Georgia as an RN \*AND\* have three (3) out of the past seven (7) years of work experience. The applicant MUST have at least one year experience working in a long-term care facility. Must be Train-the-Trainer certified or willing to become certified before hire.

**Preferred Qualifications:**  The applicant MUST have previous experience teaching adults or managing Nurse Aides.

**Physical Demands:** Work is typically performed in a classroom with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. Hand and finger motion may be required for data entry puposes.

**Salary/Benefits:** This is a part-time position and does not include insurance benefits; work hours will not exceed 29 per week. Salary is commensurate with education and work experience. Work schedule may include online courses, as assigned.

**Application Deadline:** Position will remain open until filled.All application packets MUST be completed via the Online Job Center at [www.albanytech.edu](http://www.albanytech.edu); please click on Albany Tech Employment. As a part of the application process, interested candidates shall be required to upload other documents including: a cover letter addressing qualifications, and a resume with complete work history including the names, addresses and phone numbers of professional (work-related) references, copies of unofficial transcripts from colleges/universities and any related training certificates (see job center listing for more details). Incomplete submissions will not be considered. For more information regarding this position or application instructions, please contact the Human Resources Office at at 229-430-6597. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity

employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you***

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| **Title IX Coordinator:**  Dorene Aquino, HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.6597 | **Equal Opportunity Officer:**  Lola K. Edwards-Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |