

**POSITION:** Full-time Nurse Aide Program Instructor

**LOCATION:** Swainsboro Campus, Vidalia Campus, and designated area high schools.

1. **Instruction and Curriculum Delivery**

* + Teach Nurse Aide Training Program courses, ensuring that lessons meet state and federal standards.
  + Develop and implement instructional materials, hands-on demonstrations, and assessments to enhance student learning.
  + Use varied teaching methods to address different learning styles, focusing on practical skills and knowledge required for nurse aides.

1. **Student Support and Assessment**
   * Monitor student progress, providing guidance and feedback to help students achieve program outcomes.
   * Conduct assessments to evaluate student knowledge and skills.
   * Offer additional support, such as tutoring or extra office hours, to aid in student retention and success.
2. **Clinical Supervision and Skill Development**
   * Supervise students during clinical rotations, ensuring safe and effective patient care in line with industry standards.
   * Teach and reinforce essential skills, such as patient hygiene, mobility assistance, and basic medical care.
   * Evaluate student performance in clinical settings and provide constructive feedback.
3. **Program Coordination and Compliance**
   * Ensure that the program complies with state and federal regulations for nurse aide training.
   * Maintain accurate records, such as attendance, grades, and clinical evaluations, in compliance with institutional policies.
   * Assist in coordinating clinical placements and maintaining relationships with healthcare facilities.
4. **Professional Development and Program Improvement**
   * Participate in ongoing professional development to stay current with best practices in nurse aide education.
   * Contribute to curriculum updates and program improvements, collaborating with colleagues to enhance educational quality.
   * Engage in periodic reviews of program effectiveness, suggesting and implementing improvements as needed.
5. **Administrative Duties**
   * Attend faculty meetings, contribute to departmental activities, and participate in institutional committees as needed.
   * Maintain organized records of instructional materials and student performance.
   * Assist with student recruitment and orientation activities, promoting the program within the community.

**MINIMUM QUALIFICATIONS:**

* Diploma or Associate Degree in Nursing from a regionally accredited institution.
* Licensed Practical Nurse or Registered Nurse. Applicants must have a current active Georgia Nursing License in good standing with the Georgia Board of Nursing. The license cannot have the following status codes: probation, suspended, expired, lapsed, inactive, pending, renewal pending, revoked or surrendered.
* Minimum of two years nursing experience.

**PREFERRED QUALIFICATIONS:**

* Georgia Train-the-Trainer Certification.
* Nursing experience in the provision of long-term care desired.
* Teaching experience in an accredited post-secondary institution.

**APPLICATION PROCEDURES:** All application packets MUST be completed via the [Online Job Center](https://southeasterntech-my.sharepoint.com/personal/swilson_southeasterntech_edu/Documents/_PDRIVE/_NEW_WORK_Dean_ClickHere/DEAN_AA_/_INTERVIEWS/DIESEL_POSITIONS/AplicantJWyatt).  As part of the application process, interested candidates will also be required to upload other documents such as a letter of interest, resume, professional references, and transcripts (see job center listing for more details).  For more information regarding this position or application instructions, please contact the Human Resources Office at 912-538-3230 or [mwalker@southeasterntech.edu](mailto:mwalker@southeasterntech.edu)

*As set forth in its student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).*

Helen Thomas, Section 504 Coordinator, Room 165, 912-538-3126

Melanie G. Walker, Title IX Coordinator, Room 138B, 912-538-3230