



WIREGRASS

GEORGIA TECHNICAL COLLEGE®

Director of Patient Care Assisting Program and Health Sciences Core

CAMPUS: Valdosta Campus

STATUS: Full-time

POSTING TYPE: Regular Posting

The Director of Patient Care Assisting and Health Sciences Core will be responsible for the coordination and development of lesson plans, syllabi, and course calendars for classroom/clinical instruction for credited Health Sciences core courses and Nurse Aide courses for all campuses and in the Wiregrass service area including high school dual enrollment locations. Duties also include scheduling courses and instructors for all campuses and high school health sciencescore and patient care assisting courses; facilitating high school coverage(s) as the need(s) arise(s), maintaining records and reports, including inventory of equipment and supplies, identify budget needs, coordinating the development and revision of all course curriculum, coordinating yearly on-site nurse aide audit requirements, oversight of all nurse aide programs in their entirety including all required documentation for the yearly on-site review and bi-annual program renewal process for each nurse aide training program code and local, and completion of program assessment planning requirements.

Wiregrass Georgia Technical College seeks to recruit, hire, and retain faculty and staff who display a willingness to support students of underrepresented gender and minority groups, as well as students with disabilities. All employees of the college are required to participate fully in the realization of equity in recruitment, enrollment, retention, graduation, and placement of students enrolled or who seek to become enrolled in programs at the college, with a special emphasis on nontraditional program participants.

SUMMARY OF WORKING CONDITIONS

- Equipment Used: Standard office equipment.
- Working Conditions: Category I - High probability of exposure to hazardous chemicals/pathogens. Probability of working beyond the normal shift, but not frequently. Periodic travel between major Wiregrass campuses and satellite sites.

MINIMUM QUALIFICATIONS

Hold an active unencumbered RN license in the State of Georgia, Associates Degree or higher in Nursing *and* a minimum of two (2) years experience in nursing with one (1) year in a long-term care facility.

PREFERRED QUALIFICATIONS

In addition to meeting all other minimum qualifications, the highly desired candidate will possess one or more of the following: experience as a coordinator/director of nurse aide program(s), as well as experience teaching on a post-secondary education level.

SALARY/BENEFITS

Salary is \$60,000/yr. This position is full-time and includes standard State of GA benefits such as leave accrual, options for health & other supplemental benefits, and retirement. This position may qualify the successful candidate for the Public Service Loan Forgiveness Program. *This position is funded in whole or in part by Local funds.*

BACKGROUND INVESTIGATIONS

Pursuant to college policy, a thorough background investigation, including a criminal history records check and employment history reference checks will be performed for all candidates offered employment. Other checks such as Motor Vehicle Records may be conducted for any candidate receiving an offer, as well as internal candidates prior to being promoted or transferred into a position with the college. **Other Required Tests: During the course of employment, incumbents in this position may be required to supervise students at an external clinical site or other medical facility as a condition of employment. Based on this assignment, the incumbent may be required to undergo and receive a negative finding/result on a five (5) panel drug test BEFORE placement.**

Should a candidate be chosen for a 2nd interview, references which support prior work history and employment experience will be contacted. Please note that some employers charge a processing fee to complete employment verifications. If a former employer requires payment to complete employment verification forms, this fee must be paid by the candidate. For positions requiring official transcripts, the candidate will be responsible for ordering and payment for these transcripts. Wiregrass is responsible for payments for criminal history searches, MVR searches, credit checks, and other items listed in the required tests portion above.

APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline: Wednesday, February 7, 2024 or Until Filled

All application packets MUST be completed via the Online Job Center at <https://www.wiregrass.edu/about/employment>. As a part of the application process, interested candidates may also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or humanresources@wiregrass.edu.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

As set forth in its student catalog, Wiregrass Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Associate Vice President for Human Resources, Valdosta Campus, Brooks Hall, Room Rm. 548, (229) 333-5356 or shalonda.sanders@wiregrass.edu; OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Special Populations Testing Services Coordinator, Valdosta Campus, Berrien Hall, Room 116A, (229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu *student ADA student disability claims only. Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.