

Baker Technical Institute
(a division of Baker School District 5J)
Part-Time Nursing Assistant Program Director
NOTICE OF POSITION OPENING
Date Open: August 13, 2020

POSITION INFORMATION

- Baker Technical Institute is currently seeking a candidate for a part-time Nursing Assistant Program Director/Instructor to direct and instruct nursing assistant and certified nursing assistant 2 courses. This is a non-benefitted, non-union position.

PROFESSIONAL REQUIREMENTS

- Valid Oregon license to practice as a Registered Nurse.
- Must be able to be approved as an instructor of a Nursing Assistant Program.
- A minimum of 3 years prior work experience in the nursing field with a minimum of 1 year working in direct patient care.
- A minimum of 1 year working in the nursing field in a Long-Term Care setting.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated knowledge of the Scope and Standards of the Oregon Nurse Practice Act including delegations.
- Excellent interpersonal and communication skills.
- Strong organizational/motivational skills.
- Ability to engage the student in decision-making, reasoning, and problem-solving.
- Shall have exhibited an earnest desire to work with students in order to provide them the opportunity to develop to their fullest capacity.

MAJOR DUTIES AND RESPONSIBILITIES OF DIRECTOR

- Act as a leading member of the BTI Health Services team to assist in maintaining a reputable program with continuing growth throughout the state while improving the overall program and student experience.
- Act as a liaison between BTI and Oregon State Board of Nursing (OSBN) to assure all program requirements are implemented and maintained according to OSBN standards.
- Develop and implement written policies necessary for the operation of the program.
- Submit reports and program data as required by OSBN.
- Assume the ultimate responsibility for the implementation of OSBN approved curriculum.
- Recruit, supervise, and evaluate qualified instructors and clinical teaching associates.
- Coordinate orientation, classroom, lab, and clinical sites and activities including verification of training facilities according to OSBN standards.

MAJOR DUTIES AND RESPONSIBILITIES OF NURSING ASSISTANT INSTRUCTOR

Position may include instruction of nursing assistant and certified nursing assistant 2 courses.

- Establishes the concern for the health, safety, treatment, and general welfare of the student.
- To support an environment in which student can gain self-esteem and develop a positive self-image.

- Maintains a positive attitude toward performing job duties and in working with other staff members.
- Relies on extensive experience and judgment to plan and accomplish goals.
- Performs a variety of complex tasks.

SALARY

- This position will be paid hourly based upon experience.

APPLICATION PROCEDURE

- Apply at <https://www.baker5jcareers.org/apply-now> and submit a Classified Application, upload a Letter of Interest, a Resume, and two **current** Letters of Recommendation. If you have any questions, please call Cathy Martin, Personnel Department, at 541-524-2260, Ext. 1004, or email at cathy.martin@bakersd.org.

DISTRICT POLICY

It is the District's policy to provide veterans and disabled veterans with preference as required by law.

During the application process, a veteran will need to submit the following:

- Copy of the Certificate of Release or Discharge from Active Duty (DD Form 214 or 215). **OR** Proof of receiving a non-service connected pension from the US Dept. of Veteran's Affairs.
- Disabled veterans must also submit a copy of their Veterans disability preference letter.

CLOSING DATE

- Open until filled.