CNA Instructor

Helena College University of Montana, a comprehensive two-year College focused on student success, seeks qualified applicants for the position of C.N.A. Instructor/Program Coordinator. The successful candidate will oversee and implement the curriculum for students training to become nursing assistants, as outlined by certification requirements established by the State of Montana. Classes are generally conducted in the evenings and are scheduled as meets the needs of the program.

Duties and Responsibilities

A CNA instructor teaches theory and fundamentals of nursing, and supervises students as they practice clinical tasks.

Instructors will:

- Train students in technical skills such as checking blood pressure and respiration rate, bathing, cleaning and hygiene, and repositioning a patient in bed.
- Teach safety and emergency procedures, and how to respond to different patient behaviors.
- Evaluate student progress through observation and testing, and maintains student records of attendance and grades and other documentation as required to make sure students are ready to pass the certification exam.

This position will report to the Director of Continuing Education.

Minimum Qualifications:

Must be a registered nurse with an associate or bachelor degree and licensure in nursing with 2 years of nursing experience with at least 1 year in long term care. Preference given to those having supervisory and/or teaching experience. Must be approved by Headmaster to teach courses and as a test proctor. Information is available at CNA@MT.GOV

Successful candidate will have strong communication skills, organizational skills, be dynamic and creative in teaching, and be able to work independently as well as in a team.

Benefit and Salary Information:

$30.00 hour. Courses are approximately 90 hours in duration. The course runs 2-3 times a year, based on the needs of our community.

Application Procedures:

Please email your resume, cover letter, and transcript to: ce@helenacollege.edu
Supplemental Information:

Non-union

Deadline to Apply:

This position is open until filled; screening will begin immediately.

**Criminal Background Investigation is required prior to Offer of Employment**
In accordance with University policy, finalists for this position will be subject to criminal background investigations.

**ADA/EOE/AA/Veteran’s Preference**
Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans’ or disabilities preference in accordance with state law.

**Testing**
Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.
*References not listed on the application materials may be contacted; notice may be provided to the applicant.
*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).