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Non-Classified

Opening

# ADJUNCT CNA INSTRUCTOR

Non-Classified Classification

College of Eastern Idaho

**Open for Recruitment:** Open until filled. First application review will be the week of November 3<sup>rd</sup>, 2017 – interested candidates are encouraged to apply *as soon as possible*.

**This is for the Spring 2018 Semester January 4, 2018 – May 4, 2018**

**Rate of Pay:** \$800.00/credit hour

**Location(s):** Idaho Falls Campus

**SPECIAL NOTIFICATION:** Incumbent will report directly to the General Education Division Manager. This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

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## GENERAL RESPONSIBILITIES:

- Must maintain strict adherence to CNA state skills guidelines
- Continually monitor students' progress to assure clinical guidelines are met
- Highly responsible, attentive to details
- Excellent knowledge of the domain and ability to create a learning environment
- Patience, calm and composed
- Knowledge of HIPAA regulations
- Excellent management and communication skills
- Ability to motivate the students to perform to the best of their potential
- Excellent interpersonal skills and ability to develop interest in the mind of the students

## MINIMUM QUALIFICATIONS OR REQUIREMENTS:

- Have evidence of two years of experience caring for the elderly or chronically ill of any age
- At least three years' experience as a Registered Nurse with an unencumbered, current Idaho license
- Have documentation of completion of an instructor development course; train-the-trainer course; or equivalent. Courses are offered through the area professional-technical colleges/universities
- Excellent organizational skills
- Willingness to work on a flexible schedule to meet educational requirements
- Possess strong interpersonal skills
- Ability to work independently, as well as part of a team

- Excellent technical, interpersonal, written and verbal communication skills
- Ability to work well with students and coworkers

**HOW TO APPLY:**

Electronically submit a completed application packet (in .pdf or Word format) to Holly Woodcock at [hr@cei.edu](mailto:hr@cei.edu). The application packet must include the following:

1. State of Idaho Employment Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
2. Cover Letter detailing your experience and indicating your interest in the position
3. Resume
4. Unofficial Transcripts
5. Three Professional References with direct contact information

**Incomplete packets will not be accepted. Official transcripts required upon hire.** For additional questions contact: **Human Resources at (208) 535-5495** or by email at [hr@cei.edu](mailto:hr@cei.edu)

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.