



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://www.cei.edu/hr>

EMAIL:
hr@cei.edu

Non-Classified Opening

Part-Time/Adjunct CNA Instructor High Schools Madison/Sugar Salem/South Fremont Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of January 18, 2018 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$25.00 hourly

Hours: Monday through Thursday 7:30am – 9:30 am daily plus prep time, not to exceed 19.5 hours per week

Location(s): Rexburg, Idaho CEI Outreach

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

GENERAL STATEMENT OF FUNCTION:

Instruct outline curriculum and continually monitor student's progress while motivating them to the best of their potential. Must possess working knowledge of HIPAA regulations and ensure all clinical guidelines are met.

RESPONSIBILITIES:

- Must maintain strict adherence to CNA state skills guidelines.
- Highly responsible, attentive to details
- Excellent knowledge of the domain and ability to create a learning environment
- Have patience, be calm and composed
- Excellent management and communicational skills
- Excellent interpersonal skills and ability to develop interest in the mind of the students

MINIMUM QUALIFICATIONS:

- 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
- Must be able to submit application and fingerprints to Board of Education for Limited Occupational 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)
- Skilled in teaching teenaged learners
- Willingness to work on a flexible schedule to meet educational requirements

- Ability to work independently, as well as part of a team
- Excellent organizational, 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 hr@cei.edu, attention Holly Woodcock. The application packet must include the following:

- CEI Employment Application (located <http://www.cei.edu/HR/Careers>)
- Cover Letter
- Résumé or VITA
- Unofficial Transcripts
- 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

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.