

Contra Costa County Regional Program Director

Salary: \$60/hour

The Regional Program Director will be an employee of Opportunity Junction (OJ) and will be charged with acting as the Program Director for two local Healthcare Career Pathway sites (MDAE/OJ) in central and east Contra Costa County. The responsibilities will include maintaining positive relationships with the Skilled Nursing Facility (SNF) community and overseeing the overall success of the CNA Training Program. The HCP Regional Program Director's duties and responsibilities include:

- A. In coordination with other staff, maintain program approval, ensure compliance, and serve as the liaison with California Department of Public Health.
- B. Stay up to date on all policies related to skilled nursing facilities, CNA < HHA and allied healthcare best practices, industry standards and regulations.
- C. Oversee and work with CNA instructional staff, including oversight of lesson plans, scheduling, and providing feedback for administrator conducted performance evaluations.
- D. Provide instruction consistent with the approved curriculum, as needed.
- E. Serve as the point of contact for and maintain agreements with clinical training sites.
- F. Develop and maintain relationships with community health care organizations and associations.
- G. Attend and participate in biweekly leadership meetings and monthly and quarterly staff meetings; develop agendas and lead CNA program staff meetings.

The Regional Program Director will be responsible for working with the Healthcare Career Pathway leadership team to expand the HCP program into additional program areas such as Home Health Aide, Restorative Nursing Assistant, and Licensed Vocational Nurse.

Position Requirements

This position has negotiable hours between 15-30 hours per week. Nine hours per week spent in MDAE responsibilities (tracked in a timesheet) and the remaining hours spent in OJ and expansion responsibilities.

The HCP Regional Program Director must be approved by the CA Department of Public Health. Qualifications for the position are:

- A. Valid and current CA Board of Registered Nursing license
- B. Minimum of one year nursing experience and/or previous teaching experience in nursing
- C. Minimum of at least one year of verifiable experience in direct patient care in a long term care facility and/or a nursing facility, which is defined as a SNF, Intermediate Care Facility (ICF), or Intermediate Care Facility-Developmentally Disabled (ICF-DD)
- D. Education or experience in "Planning, implementing and evaluating educational programs in nursing"

E. Excellent communication, computer, and organizational skills

Preferred Qualifications Include:

- A. Experience with student record keeping and learning management systems
- B. Understanding of state and federal accreditations/approvals
- C. Experience with curriculum development, lesson planning, and staff development

Instructions for Applying:

- Applications will be accepted by email only, addressed to Brianna Robinson (brianna@opportunityjunction.org)
- Use the subject line CNA Regional Director.
- Please include only a short introductory email and attach as a Word document (not PDF):
 - Your resume; and
 - A cover letter that demonstrates your qualifications for and interest in this position.