



CNA Director/Instructor

At Opportunity Junction, we believe that everyone who is willing to work hard deserves an opportunity to succeed. We help low-income residents of East Contra Costa, most of them living below the poverty line, gain the skills and confidence they need to get and keep jobs that support themselves and their families.

We are seeking a full-time Certified Nursing Assistant (CNA) Program Director/Instructor to join our team as we launch a CNA training program at our Antioch site. The program will be a hybrid teaching model with the instruction and lecture offered via Zoom and the labs and clinicals offered in person on site and at local Skilled Nursing Facility partners.

This position requires a responsible, qualified Registered Nurse, capable of assessing, planning implementing, instructing, and evaluating educational programs in the field of nursing. Responsibilities for this position include classroom teaching of theory, and supervision of trainees during clinical training. The CNA instructor must be positive, responsive, and a motivational role model for trainees.

Founded in 2000, Opportunity Junction now has a budget of more than \$2 million and programs serving more than 1,000 residents annually. Opportunity Junction has been honored with the Bank of America Neighborhood Builder's award in 2012, the Tipping Point Award in 2013, and the 2017 Chair of the Board award from the Contra Costa County Board of Supervisors. In 2019, we were added to the ImpactMatters.org list of top 10 poverty-fighting nonprofits based on return on investment. Our programs have been very successful, and we pride ourselves as being a creative organization that continues to innovate. Learn more about us at <http://www.OpportunityJunction.org>.

Key competencies for the position, developed through any combination of education and experience:

- Strong work ethic: a self-starter with a positive attitude.
- Excellent attention to detail.
- Outgoing and inclusive towards others.
- Experienced in curriculum building and lesson planning in addition to managing a classroom.
- Must be able to demonstrate an ability to work in a classroom with students at varying levels.

DUTIES

1. Assess, plan, implement, and evaluate education programs for students pursuing both the certified nursing assistant certification as well as an acute care module.
2. Maintain up-to-date knowledge of current related state and federal requirements. Modify curriculum accordingly.
3. Maintain accurate records, schedules, and course requirements regarding hours of instruction and content. Current curriculum includes, but are not limited to: observation at extended care facility, 12 hours; theory, 144 hours; clinical, 104 hours; clinical review, 16 hours; state test preparation, review and testing, 36 hours; and class review and graduation, 16 hours.
4. Implement curriculum for Acute Care portion in addition to regular CNA curriculum. Revise as needed.
5. Evaluate and document trainee progress through testing, observation, and assessment of skills attained.
6. Communicate effectively with trainees, fellow team members, including staff at extended care facility, Opportunity Junction staff, and prospective employers.
7. Provide a stimulating environment that encourages participation, interpersonal skills development, and comprehension of concepts of good patient care.
8. Maintain professional growth in nursing expertise, instructional skills, and administrative program changes dictated by state and federal requirements through attendance at appropriate seminars, membership in professional organizations, and by following relative professional publications.
9. Perform other related duties.

SKILLS AND EXPERIENCE

- Must be a graduate of an accredited school of nursing recognized by the State of California
- Must possess a valid and current California RN license
- Must be eligible for a teacher's credential from the State of California
- Must be computer-literate with competence in Microsoft Word, email, and web applications
- Must be strongly detail-oriented and organized
- Must be very reliable and trustworthy in handling confidential information
- Must be able to lift up to 50 lbs. of dead weight as well as satisfactorily work with patients who need complete mobility assistance.
- Must have a valid California Drivers License and have own transportation.

EDUCATION: Associate's or Bachelor's degree in Nursing from an accredited college or university and a valid RN license with sufficient experience to be recognized by the State of

California as a certified CNA instructor of a vocational training center. Current DSD is a plus. (If candidate does not possess a DSD, one must undergo application process).

BACKGROUND: Opportunity Junction will require the successful candidate to undergo an extensive background check before permanent employment is offered.

SALARY AND BENEFITS: Salary range of \$70,000-\$80,000 including benefits

Instructions for Applying:

- Applications will be accepted by email only, addressed to Brianna Robinson (brianna@opportunityjunction.org)
- Use the subject line CNA 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.