

## **Healthcare Career Pathway Regional Program Director**

Salary range: \$75,000-\$85,000

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 lead curriculum development, supervise Instructors, serve as point person for coordinating outreach and marketing, ensure compliance with all state and national CNA training guidelines and regulations, maintain positive relationships with the Skilled Nursing Facility (SNF) community, coordinate and oversee student externship placements, and oversee the overall success of the CNA Training Program. The HCP Regional Program Director's duties and responsibilities include:

- A. In coordination with CTEC Program Coordinator and OJ staff, maintain program approval 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. Maintain the MDAE/OJ course outlines and curriculum and update as needed.
- E. Ensure that all students meet the minimum entry requirements including criminal background checks, physical examinations, and immunizations required by clinical training sites and MDAE, and completion of CNA Initial Application (Form CDPH 283B) and Request for Live Scan Service (Form BCIA 8016) .
- F. Submit the Transmittal for Criminal Background Clearance Form (CDPH 283I), along with required supporting documents, in a timely fashion to the CA Department of Public Health for all students enrolling in the CNA Training Program.
- G. Ensure all students meet minimum course and attendance requirements as outlined in this Manual and the Student Handbook in accordance with state and federal regulations.
- H. Provide instruction consistent with the approved curriculum, as needed.
- I. Procure and maintain affiliation agreements and maintain a functional working relationship with clinical training sites.
- J. Serve as the point of contact for clinical training sites and follow-up on any reported student or instructor issues.
- K. Provide supervision of students in clinical training while they demonstrate clinical skills, as needed. (Note: Instructors may not have any other responsibilities while supervising the clinical training. A maximum of 15 students may be assigned to one instructor during clinical training, which may only operate between the hours of 6:00 a.m. and 8:00 p.m.)
- L. Along with instructional staff, evaluate students and record score or grades on:
  - a. Individual Student Record (Form CDPH 276C),
  - b. Skills Check List (Form CDPH 276A).
- M. Develop and maintain relationships with community health care organizations and associations.

- N. Attend and participate in biweekly leadership meetings and monthly and quarterly staff meetings; develop agendas and lead CNA program staff meetings.
- O. In coordination with CTEC Program Coordinator, develop agendas and lead the MDAE bi-annual program advisory 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, Licensed Vocational Nurse, etc. as well as leading the expansion of the HCP and CAN training into the OJ location.

### **Position Requirements**

**This position is full-time with 8 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 complete the Instructor Application (CDPH 279) and 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 three years' 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. Proficiency in Microsoft Word and Excel
- B. Experience with student record keeping and learning management systems
- C. Understanding of state and federal accreditations/approvals
- D. Experience with curriculum development, lesson planning, and staff development

### **Expectations for first 9 months (January-September, 2021)**

- **Month 1:** Team building with newest MDAE/OJ CNA staff; Providing professional development to new instructors; Stabilizing program and staff in preparation for February 22 start date for MDAE Class 4.
- **Months 2-4:** Supporting new staff in MDAE Class 4; ensuring instructor standards, student form compliance, and other CDPH standards are met; onboarding new OJ CNA Instructor staff; preparing team for OJ Class 1 launch in April (tentative start month, but ideal).
- **Months 5-7:** Leading HCP to Home Health Aid add-on program at OJ; exploring expansion into the program areas; ensuring smooth start to MDAE Class 5.
- **Months 8-9:** Continuing expansion and partner building initiatives; launching OJ Class 2.

### **Instructions for Applying:**

- Applications will be accepted by email only, addressed to Brianna Robinson ([brianna@opportunityjunction.org](mailto: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.