



JOB DESCRIPTION

JOB TITLE: Professional Trainer-Healthcare	FLSA: Exempt
Department Continuing Education	Date: 12/5/2018
Security Sensitive: Yes	Class: C41
Reports To: Director of Continuing Education	

Job Summary:

Under the direction of the Director of Continuing Education, the Professional Trainer-Healthcare provides instruction and monitoring of students within the Nurse Aide program. The primary duties of the Professional Trainer-Healthcare are CPR instruction, aligning curriculum with the state mandates, and teaching courses in the Patient Care Tech Pathway. In addition, the Professional Trainer-Healthcare will tutor, instruct and lecture, and monitor students in the clinical setting as well as insure that student documentation is up to date and reported correctly to the accrediting and testing agencies. This position is a non-tenured, non-contract assignment not tied to traditional faculty teaching loads.

Essential Functions:

- Responsible for the design and development of all course materials and learning resources in a variety of formats including print, graphics, audio, video, animation and multimedia to support the unique teaching and learning of young learners;
- Develops instructional strategies and assessment techniques for the appropriate integration of instructional technologies and best practices in collaboration with the Texas Department of Aging and Disability Services. (DADS) and our clinical sites;
- Researches and makes recommendations on educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support the teaching and learning requirements as set forth by all stakeholders;
- Responsible for maintaining student records and compliance with the Department of Labor accountability standards for the grant; and DADS;
- Preceptor for our clinical sites and coordinates with the DONs at these sites;
- Ensures compliance with current requirements put forth by DADS and the American Heart Association, and other stakeholders, community partners, including attending workshops, conferences, and training;
- Responsible for any match reporting on grants, and compliance documentation supporting work related grant, to community partners, and/or auditors;
- Provides support to Continuing Education team;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;

- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities:

- Licensed Vocational Nurse;
- Two years related work experience to include but not limited to patient care and/or instruction of students;
- Experience in a clinical setting, or an equivalent combination of education and experience;
- Demonstrated knowledge with DADS protocols;
- Demonstrated knowledge and experience with elder care;
- Ability to work independently as well as part of a team;
- Demonstrated competencies with PCs and associated software;
- Customer service oriented;
- Able to communicate effectively both orally and in writing;
- Ability to maintain an established work schedule;
- Effective communication and interpersonal skills;
- Effective organizational and planning skills.

Preferred Education, Skills and Abilities:

- Licensed Vocational Nurse or RN;
- 1-2 years' work experience in a nursing home;
- Teaching experience.

Work Environment:

- Work primarily in a climate controlled environment with minimal safety/health hazard potential;
- Occasional lifting (overhead, waist level) from floor, bending, frequent stressful conditions (cardiovascular);
- Travel to clinical sites on a regular basis;
- Lifting and assisting patients and students with palliative care.

Special Requirements:

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date