



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Manager Certified Nursing Assistant Program
POSITION NO.	502876
LOCATION	Lincoln
REPORTS TO	Director of Workforce Development Program Delivery
GRADE	CCRIPSA Grade 13
WORK SCHEDULE	Non-standard, 35 hours per week
SUPERVISION	N/A
REVISION DATE	December 2021

JOB SUMMARY:

The Certified Nursing Assistant Program Manager will manage and facilitate all aspects of the Certified Nursing Assistant Program; these duties include managing, instructing, marketing, and recruiting for the CNA program.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.

Organization / Work Management

- Understands position and works effectively without supervision and accepts responsibility, effectively utilizes job-related information.
- Sets and maintains daily priorities effectively as well as meaningful / measurable short and long-term goals while identifying resources necessary to complete tasks.
- Ability to adapt to changing priorities.

Decision Making

- Communicates important information and decisions in a timely manner.
- Ability to anticipate and prevent problems; identify existing problems effectively
- Maintain objectivity and display good judgment in handling problematic situations by analyzing all relevant factors and evaluating alternatives; accept responsibility and take initiative to develop sound, practical solutions and carry out those solutions in a positive and timely manner.

Management Skills

- Manage daily, quarterly, yearly operations of CNA program.
- Manage student registration and orientation for CNA classes.
- Manage the CNA instructor pool through recruitment, interviewing, selection, hiring, orientation, and evaluation.

Relationship Management

- Assist managing relationships with internal/external partners and collaborators.

Team Work and Collaboration

- Understands the importance of and contributes to a positive work environment.
- Exhibit a positive, supportive, and cooperative rapport with colleagues to achieve desired results.

Instructional Skills

- Teaches non-credit CNA courses and serve as a backup for CNA instructors on an emergency basis.

Program Development

- Performs duties in a manner that supports and sustains student success
- Develop the marketing and recruitment strategies for CNA program and students.

LICENSES, TOOLS, AND EQUIPMENT:

All modern office equipment and software, including but not limited to Microsoft Office, PowerPoint, Excel and Word.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in nursing
- Licensed registered nurse
- Minimum 5 years of experience in a clinical setting
- Minimum 3 years of experience in a supervisor and/or management role
- Minimum 3 years of instructional experience in a classroom setting

PREFERRED QUALIFICATIONS:

- Ability to clearly communicate directions, thoughts, and ideas (oral and written).
- Ability to listen and provide productive feedback.
- Ability to work independently with minimal supervision.
- Ability to practice integrity.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.