



## Job Description

Title: C.N.A. Training Program – Clinical Lab Supervisor

Status: Hourly, Non-Exempt

Reports to: C.N.A. Instructors and Principal

Supervises: Students

### Job Summery:

Assist Instructors in overseeing C.N.A. Training Program Students with an emphasis on coordinating departmental theory/clinic/lab rotations and training students in the 21 C.N.A. Performance Skills mandated by the Illinois Department of Public Health, performing patient care skills while at the Manteno Veteran's Home in a manner to facilitate student learning in specific subject matter; and, set an example for students which will contribute to their career development, maturity and responsibility.

### Duties and Responsibilities of the Clinical Instructor:

- Work with KACC C.N.A. Instructors to develop IDPH Master Schedule and student rotation schedule ensuring adequate number of hours training in theory, clinical, and lab environments per IDPH mandates.
- Schedule KACC C.N.A. Clinical Supervisors to meet student/teacher ratios and fall within KACC budget allocations for approved budget hours.
- Schedule and coordinate fingerprinting and background checks and follow up with all IDPH Web Portal entries.
- Schedule and coordinate KACC student registration for certification exam based upon C.N.A. Instructor approval.
- Maintain adequate supplies in KACC lab environment, creating purchase orders as needed.
- Substitute teaching in absence of C.N.A. Instructor.
- Follow established curriculum set by I.D.P.H. and KACC C.N.A. Instructors
- Assist in the development of KACC student lesson plans if requested.
- Assist KACC students in learning and refining their mandated 21 C.N.A. skills, both in the KACC Lab Setting and while in attendance at the Clinical site

- Maintain up-to-date documentation of student progress in the lab and at the clinical setting, documenting in writing according to IDPH standards.
- Provide input when requested to assist instructors in assessing a student's ability and readiness to be successful when taking the C.N.A. certification exam.
- Create and maintain an environment conducive to learning.
- Actively participate in the creation and maintaining of a high standard of classroom management.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and KACC facilities.
- Assess the achievement of students on a regular basis and provide progress reports to the C.N.A. instructors.
- Maintain accurate and complete records for C.N.A. students, sharing those assessments with the classroom instructor.
- Make provisions for being available to students and parents for education related purpose outside the instructional day when required or requested to do so under reasonable terms as directed by the classroom instructor and approved by KACC principal.
- Work with KACC office staff to ensure IDPH Documentation is filed within the timeframes established.
- Attend faculty and staff meetings when requested.
- Maintain and improve professional competence.
- Perform other duties as assigned by the C.N.A. Program Instructors.

#### **Education, Knowledge and Skills:**

- Licensed Registered Nurse in the State of Illinois
- Current or Eligible for IDPH Instructor Approval Code
- Extended Care Experience
- Strong written and oral communication skills.
- Ability to work with young adults 16-19 years of age

#### **Miscellaneous:**

- Mandatory Fingerprint Background Check
- TB Test – Type 2
- Physician's Statement certifying physical ability to perform assigned duties, including:
  - Lifting
  - Bending
  - 2-hour increments without sitting
  - Climb stairs – in and out of bus throughout day