



Apollo Career Center is accepting applications for the position of:

ADULT EDUCATION NURSE AIDE PROGRAM MANAGER

STARTING DATE:	August 2020
REPORTS TO:	Director of Adult Programs
SALARY RANGE:	<ul style="list-style-type: none">• based on appropriate salary schedule, commensurate with education and experience
BENEFITS:	<ul style="list-style-type: none">• medical/dental Insurance• life insurance• sick/personal leave
WORK WEEK/YEAR:	183 day school year calendar
MINIMUM QUALIFICATIONS:	<ul style="list-style-type: none">• Bachelor's degree• current Train-the-Trainer certificate• unencumbered Ohio Registered Nurse license• minimum of 2 years RN experience with 1 year RN experience in a long-term care facility• current and in-depth knowledge of NATCEP curriculum and Ohio Dept. of Health Rules (ORC 3701-18)• recent teaching experience in a NATCEP• ability to obtain an adult education permit in the teaching field of health occupations (070000)• ability to pass BCI and FBI background checks
RESPONSIBILITIES:	<ul style="list-style-type: none">• plan, organize, develop, supervise and evaluate all aspects of NATCEP, Train-the-Trainer and Dining Assistant programs• secure, supervise and assign appropriate number of qualified healthcare providers to deliver classroom, lab and clinical instruction to students• properly report to the Ohio Dept. of Health all data for each student registered for NATCEP within established guidelines• secure appropriate classroom and clinical facilities and manage various STNA classes and locations• develop and manage program budget• be dedicated to helping students succeed• keep abreast of employer needs and be an advocate for STNAs
MATERIALS TO SUBMIT:	<ul style="list-style-type: none">• application (available at: https://www.apollocareercenterhs.com/jobs-at-apollo/)• resume
APPLICATION DEADLINE:	March 20, 2020
APPLY TO:	Tara Shepherd, Director of Adult Education Apollo Career Center 3325 Shawnee Rd. Lima, OH 45806-1454 Phone: 419-998-2972 Email: tara.shepherd@apollocc.org