Allied Health Classroom Instructor Consultant

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| Job Title: **DTI Instructor – Birmingham**  | Job Code:  |
| Department: **Dannon Training Institute**  | Job Grade:  |
| Revision Date: 1/14/2020 | Fair Labor Standards Act (FLSA):  |
| **Open Date: 01/30/2020** | **Close Date: 02/28/2020** |

**REPORTS DIRECTLY TO: Program Director**

**POSITION SUMMARY:** Under the direction of the Program Director, the Allied Health Classroom Instructor Consultant will provide clinical training and supervision to students in a controlled classroom setting or training facility. This position receives general direction regarding routine and standard matters; specific instructions regarding non-routine matters.

**MINIMUM QUALIFICATIONS:**

* Minimum of a Bachelor’s Degree in Nursing or any related field **required**; Master’s Degree in Nursing or any related field **(preferred)**
* Current business license for consulting from the county or city
* 3 months of employment successful completion of “Train the Trainer” for CNA classes
* CPR Certification
* Completed Hepatitis B immunization series and annual update of blood-borne pathogens
* Must have computer skills

**GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:**

 In addition to adhering to the guidelines as specified by The Dannon Project Personnel Handbook, duties will include, but are not limited to, the following:

* Teach core curriculum topics for certified patient care technician, C.N.A., phlebotomy, Certified Patient Care Tech; and, related health care courses for certification
* Designs and delivers class instruction through the development of instructional plans to meet course competencies, the development of activities which support lesson objectives, and; delivers the instruction as approved
* Enables the achievement of pre-described exit competencies for student achievement and evaluation of learning by providing instruction, which fosters competencies and establishes student performance criteria and evaluation
* Assure student skills are developed and practiced in the classroom setting/training facility to include the utilization of student competency checklist to track skill development
* Manage and maintain medical lab, equipment and supplies to meet program and industry standards
* Manage student attrition and attendance by conducting daily accountability meetings with instructors
* Conduct student academic advisements; Communicates progress in the course to students in a timely manner
* Documents daily the students’ progress and class participation, meals and attendance
* Ensure students understand the certification process and establish and maintain the certification testing schedule
* Delivers learning-centered instruction by establishing a classroom environment conducive to learning and student involvement as well as effectively planning and preparing for classes and student success
* Manages the learning environment through keeping accurate records, submitting grades and other reports on time, and enforcing training/campus academic and attendance policies; and departmental policies
* Ensure that program services are carried out, such as activities, follow-up support on behalf of participants
* Work with staff and consultants to develop and implement ongoing evaluation procedures; Manage evaluation data collection
* Identify, evaluate and propose solutions to program areas that need special attention
* Record information on and prepare reports concerning youth allied health careers programs, costs, numbers of participants and equipment and facility use
* Ensure that all programs and activities are implemented according to relevant legislation, policies and procedures
* Relates professional/life/industry experience to learning by the continuation of professional/technical skills development, the introduction of industry perspective into courses, and the active awareness of professional/industry trends and opportunities

**APPLICATION PROCESS AND DEADLINE**:

Completed applications must be received **by 4:00 p.m.** on the **closing date.** Applicants must adhere to the organization’s prescribed interview schedule and must travel at his/her own expense. **A complete application file consists of:**

* A completed and signed TDP employment [application](https://dannonproject.org/employment/)
* A signed and dated letter of interest referencing the position
* A copy of Nursing License (which can be validated with the Alabama Board of Nursing)
* A resume
* Three **current**, **dated** and **signed** letters of recommendation (no older than one year; no computer generated signatures)

“EMAILED APPLICATION MATERIALS **WILL NOT** BE ACCEPTED”

Materials may be submitted to:

The Dannon Project

Attn: Human Resources Dept.

2324 5th Avenue North

Birmingham, AL 35203

Phone: (205) 202-4072

Fax: (205) 202-4071

[www.dannonproject.org](http://www.thedannonproject.org)

**Hours of Operation: Monday – Friday; 8:00 a.m. – 5:00 p.m**.

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| **DISCLAIMER:** The information provided in this job description has been designed to indicate the general nature and level of work performed by incumbents within this job. This job description is not intended to represent a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other related duties as negotiated to meet the ongoing needs of the Agency. This job description is not an employment agreement or contract. |