



Vacancy Announcement

Workforce Allied Health Adjunct Instructor

CLTCC serves seven parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Winn) in central Louisiana and has five sites: 1) Alexandria, 2) Cottonport, 3) Winnfield, 4) Jena and 5) Ferriday. Position domiciled at Main Campus in Alexandria.

SUMMARY:

Reporting to the Workforce Developer for Healthcare and the Vice-Chancellor for Workforce, the Allied Health Adjunct Instructor will provide instruction for the workforce healthcare courses (Certified Nursing Assistant, CPR, Medication Attendant, Certified Medical Assistant) based on the LDH approved program curriculum. The instructor will be responsible for providing students with a course syllabus containing course objectives. The instructor is also responsible for presenting enthusiastic, well prepared, organized, and clear lectures and classroom activities consistent with the course syllabus as well as labs and clinical experiences compatible with course content. The lecture, labs, and clinical experiences will be designed to continually promote the development and effective use of skills in areas such as critical and analytical thinking, evaluation, communication, computation, problem solving, and decision-making; providing the student with timely information and feedback on his/her academic progress relative to quizzes, tests, homework, and projects; maintaining accurate, up-to-date records of student academic performance; and possessing a thorough knowledge and understanding of all college policies.

Duties and Responsibilities:

- Establish and adhere to learning objectives as stated in course syllabi.
- Utilize evaluation methods that fairly measure student progress toward objectives.
- Evaluate and utilize student work to promote maximum learning.
- Effectively administer assessment of student learning and technical objectives.
- Maintain accurate, complete, and correct records as required by law and administrative guidelines.

Required Knowledge, Skills and Abilities:

- Excellent written, oral presentation and interpersonal communication skills.
- Management, organizational, and supervisory skills.
- Superior team-building skills to build trust with others in a rapidly changing environment.
- Excellent organization, planning, and prioritization skills are essential.

Required Minimum Qualifications:

- Licensed Practical Nurse or Registered Nurse (current Louisiana license in good standing with no disciplinary action pending).
- Minimum of three (3) years' nursing experience.
- A minimum of one year (12 months) full-time in a long-term care setting – nursing home or hospital based skilled nursing facility.
- Must have practiced as a nurse for a minimum of six full-time months during the three years immediately preceding application.
- Experience or education as nurse educator or trainer preferred.
- Effective oral and written communication skills.
- Display a student-centered approach.
- Willingness to reinforce all lecture lessons with hands-on experiences when resources permit.
- Consistently demonstrate the highest levels of integrity and professionalism.
- Computer literate.
- Commitment to staff diversity, learning and development.

Preferred (Desired) Qualifications:

- Registered Nurse
- Experience in educational or staff training role.
- Effectively use technology tools including, but not limited to, e-mail, MS Office, Internet.

Additional Requirements:

A valid Louisiana Driver's License

Proof of motor vehicle insurance

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Application Instructions:

Applicants for this position should submit:

- 1) A cover letter
- 2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
- 3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
- 4) Names and contact information for three work-related references

Via email to: hr@cltcc.edu

Applications accepted until position is filled

Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer. CLTCC is also a State As a Model Employer (SAME) agency that supports improved employment opportunities for individuals with disabilities.