

JOB POSTING

HEALTH & TECHNOLOGY TRAINING INSTITUTE

DIRECTOR OF PRACTICAL NURSING

JOB DESCRIPTION SUMMARY:

The Director of Practical Nursing serves as the Chief Administrative Officer of the Health & Technology Training Institute (HTTI) in addition to serving as the Director of the Practical Nursing Program. This position is responsible for creating the highest quality training, ensuring that the educational services provided are aligned with District 1199C Training & Upgrading Fund's and HTTI's mission, vision, values and strategic direction as well as the standards and requirements of the accrediting and nursing regulatory agencies. This includes the utilization of tools such as needs assessments to determine gaps in skills and best practices, and the development of program improvement strategies. This position also requires the ability to work with diverse populations, and create a supportive student environment balanced by high standards and expectations. This position will collaborate with the Directors, Managers, and staff of the Training Fund and HTTI to create a climate and structure that encourages continuous development throughout the organization. The Practical Nursing Director is also responsible for maintaining the Practical Nursing Program's accreditation with the Council on Occupational Education, approval of the Pennsylvania State Board of Nursing, and achieving outcomes stipulated by funders such as Philadelphia Works and the Pennsylvania Department of Education. This position must also work closely with the Training Fund's Financial Aid Officer and ensure that the requirements of the US Department of Education are upheld. A focus on outcomes and financial stability is critical to the success of the Practical Nursing Program, including close collaboration with the Executive Director, Director of Finance and Administration, and HTTI's Board of Directors consisting of both District 1199C union and employer representatives.

This job description is intended to describe the general nature and level of work being performed by the person assigned to this position. The primary duties and responsibilities are intended to describe those functions that are essential to the performance of this job. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. There are other duties and responsibilities that are considered incidental or secondary to the overall purpose of this job. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

PROJECTED START DATE:	Fall 2019
POSITION STATUS:	Full-time, Exempt
REPORTS TO:	District 1199C Training Fund/HTTI Executive Director
Position(s) Reporting to this role:	Practical Nursing Admissions Coordinator and Faculty

ESSENTIAL FUNCTIONS, QUALIFICATIONS & SKILLS:

- Administer all aspects of the Practical Nursing Program in accordance with best practices, regulatory requirements, accreditation requirements, state program approval requirements, and funding requirements.
 - Maintain outcome data for the purpose of program improvement, and design and implement systematic evaluation in collaboration with faculty members.
 - Outcomes: ensure student enrollment is sufficient to maintain financial stability; ensure that the required 80% NCLEX outcome is achieved; and ensure that students are placed into employment.
 - Establish and evaluate strategic goals in collaboration with the Board of Directors, provide program updates at every board meeting, and lead ongoing program evaluation and review over the course of bi-monthly board meetings.
 - Review and revise curriculum in collaboration with faculty, including a systematic program assessment and review.
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- Identify and implement supportive learning technologies to increase communication with students/faculty/staff as well as the learning and teaching process.
- Prepare the student calendar and schedules for each level of the program.
- Coordinate with employers providing clinical experience, and prepare faculty/staff schedules as well as ensure compliance with regulatory requirements of external partners and agencies.
- Update policies and procedures, and keep the Catalog updated.
- Prepare annual budget and tuition reconciliations in collaboration with the Director of Finance and Administration and Executive Director, and closely monitor income and expenditures to ensure financial stability.
- Work closely with the Director of Finance and Administration on human resources issues.
- Develop and implement professional development for staff and faculty.
- Recruit, hire, orient, and evaluate staff and faculty, and ensure that all regulatory requirements are met and maintained.
- Lead the process of student recruitment, application, admission, and orientation process, including implementation of a fair and equitable admissions process.
- Coordinate with Training Fund staff in administering preparatory programs to support applicants.
- Coordinate with the Financial Aid Officer, the Training Fund's Tuition Assistance Office, and CareerLink in supporting student access in qualifying for financial support.
- Monitor student progress and concerns, ensuring that tutoring and counseling supports are available.
- Implement annual program evaluation feedback from students and employers, and proactively make adjustments based on the feedback.
- Maintain nursing program approval, accreditation, and regulatory requirements.
- Lead the process for obtaining accreditation by a nursing accrediting body.
- Lead the Occupational Advisory Committee, including employer recruitment and engagement.
- Engage in new partnership development in collaboration with the Executive Director and other staff members.
- Serve as part of the Training Fund's and HTTI's leadership team, attending leadership and staff meetings and contributing to the parent organizations' strategic vision and implementation.
- Meet all reporting requirements timely.

MAINTAIN CURRENT WORKING KNOWLEDGE OF:

- Current evidence-based practices and applicability to quality improvement, education and research.
- Federal, state and local nursing regulations including OSHA, accrediting and regulatory bodies.
- Training Fund and HTTI Policies and Procedures.

PEOPLE & TEAM LEADERSHIP

- Demonstrates the Training Fund's people and leadership values and behaviors.
- Demonstrates the ability to follow-up on schedules, set priorities and achieve deadlines.
- Establishes and maintains effective relationships by gaining trust and respect.
- Is approachable and easy to talk with; puts forth an extra effort to make people at ease; is patient and builds rapport with customers and is a good listener.
- A team player and has the trust and support of peers.
- Promotes collaboration within the department.
- Responsible for selection, orientation, on boarding, and retention. Demonstrates leadership through coaching, performance evaluations, corrective actions, and development opportunities to create a culture of learning.
- Partners with the Training Fund's and HTTI's Executive Director, Directors, Supervisors, and Staff Members.
- Builds trusted partnerships throughout the Training Fund, HTTI, clinical and employer partners, and other partners.

TECHNOLOGY:

- Actively engages in the use of computer systems and technology to enhance the day-to-day flow of information.
 - Encourages and supports staff on the appropriate use of computer systems and technology.
 - Understands common computer terminology and fundamentals of computers.
 - Network account login, Basic Windows skills.
 - Parts of the Windows desktop.
 - Use the mouse; move and resize windows.
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- File management, open, view and print files.
- Save files, dating, and basic version control.
- When and why to store files in Desktop (C:\drive), OneDrive, and Shared folders.
- Excellent Microsoft skills: Word, Excel, PowerPoint, Outlook, and SharePoint.
- Learning Technologies. Apply a variety of learning technologies to address specific learning needs. Identify when and how to use technology as a learning and development solution.

ROLE SPECIFIC COMPETENCIES:

Clinical Practice Knowledge. Demonstrate knowledge of current nursing practice.

Evaluating Learning Impact. Use learning metrics and analytics to measure the impact of learning solutions.

Facilitation Skills. Ability to understand the learning audience and provide education in language and with learning tools that enhances learning through a variety of styles and tasks. Demonstrates ability to be engaging and utilize training time to the benefit of all staff present.

Content Design and Presentation Skills. Demonstrates ability to incorporate the knowledge of content experts and resources in the learning environment. Demonstrates ability to design an environment that meets the needs of adult learners.

Curriculum Development and Instructional Design. Ability to design curriculum that includes topic presentation, measurable learning objectives, planned use of resources and materials.

EDUCATION & EXPERIENCE:

In addition to the necessary skills and experience to perform the responsibilities outlined above, there are several traits that a successful candidate will possess.

- Must have a current Registered Nurse licensure to practice by the PA State Board of Nursing.
- Master's degree in Nursing, with a preference for a Master's in Nursing Education.
- Minimum of 5 years of experience in clinical nursing as a Registered Nurse.
- Minimum of 5 to 7 years' experience in Nursing Education and/or Director or Assistant Director of a Nursing Program.

Knowledge, Skills, Abilities and Characteristics:

- Skilled in planning, implementing, promoting, and evaluating the Nursing Program and student needs.
 - Excellent leadership and supervisory skills.
 - Strong knowledge of budget development and fiscal oversight.
 - Excellent writing and oral presentation skills.
 - Ability to multi-task, prioritize, and employ time management skills.
 - Ability to maintain national accreditation standards.
 - Demonstrated knowledge of adult learning styles, learning and development strategy group dynamics, organization development and quality improvement processes.
 - Strong program and project management skills with the ability to create project plans to define, align, track and execute the work.
 - Individual must be an employee and student champion by developing employee and organizational relationships and understands; values and promotes diversity.
 - Must possess excellent customer service skills, demonstrate the ability to understand, interpret and uphold HTTI and Training Fund policies.
 - Ability to interface and communicate effectively with leaders and all other functions in the organization.
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- Excellent written and presentation skills.
- Ability and desire to work within a union affiliated environment.
- Commitment to professional development of faculty, staff, and self.

**INTERESTED APPLICANTS SHOULD SEND COVER LETTER WITH
STATEMENT OF INTEREST AND RESUME OR CV TO:**

Cheryl Feldman, Executive Director
cfeldman@1199ctraining.org

(POSITION POSTING: APRIL 22, 2019)
