

## EMPLOYEE JOB DESCRIPTION

| Position Detail |  |
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| Position No.    | ACN022   |
| Position Title  | Caregiver Training Instructor  |
| Division        | Adult Care & Nutrition Services  |
| Unit            | Home Care  |
| Overview        | Responsible for assisting the Home Care Staff Development Specialist in planning, developing, managing, and providing the State mandated Fundamentals of Caregiving training, Nurse Delegation, and Continuing Education for Home Care Aides and Individual Providers throughout Clallam and Jefferson Counties; with primary focus on Jefferson County. |

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| <p>Job Responsibilities</p> | <p>INSTRUCTION:</p> <ol style="list-style-type: none"> <li>1. Act as instructor for required Home Care trainings.</li> <li>2. Using the State developed Fundamentals of Caregiving and Modified Fundamentals of Caregiving curriculums, develop appropriate lesson plans for classroom implementation, recognizing different adult learning styles and possible learning disabilities.</li> <li>3. Provide instruction for Nurse Delegation and Nurse Delegation Special Focus on Diabetes classes throughout both counties.</li> <li>4. Assist with developing and implementing a plan for assuring the availability and successful completion of the training to illiterate and non-English speaking students.</li> <li>5. Work with students who fail to complete the training, to assure their successful completion when they attend the training a second time.</li> <li>6. Assist in planning and developing curriculum for continuing education meeting mandated time frames and requirements.</li> <li>7. Other duties as assigned and appropriate.</li> </ol> <p>COORDINATION AND MANAGEMENT</p> <ol style="list-style-type: none"> <li>1. Assist in planning and scheduling trainings throughout the two county area to meet mandated time frames.</li> <li>2. Assist with developing and managing a plan for the structure of the trainings, including class size, locations, number of offerings per month, etc. to assure mandated requirements are met within the allowable budget.</li> <li>3. Work with the Home Care Management staff to assure maximum attendance at required trainings.</li> <li>4. Work with the Home Care Operations Specialist to maintain accurate records of when employees are required to attend the training, who attended, and who successfully completed the training.</li> <li>5. Assist with locating and securing all facilities, equipment, and materials necessary to the provision of the trainings within allowable budget.</li> </ol> |
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| Qualifications               | <ol style="list-style-type: none"> <li>1. Direct care experience in long-term care, specifically in the Home Care setting within the past 3 years.</li> <li>2. Minimum 1 year experience in the Home Care or Home Health field.</li> <li>3. Minimum 1 year experience in training or instructing adults.</li> <li>4. Prefer RN.</li> <li>5. Strong instructional skills.</li> <li>6. Strong management skills, including communication, motivation, and teamwork.</li> <li>7. Strong organization and time management skills.</li> <li>8. Ability to work independently, assert expectations, and relate to diverse student populations</li> <li>9. Must be comfortable using Microsoft Office applications and the internet.</li> <li>10. Travel throughout the peninsula.</li> </ol> |
| Physical Requirements        | <ol style="list-style-type: none"> <li>1. Possess valid Washington State driver's license, have insured reliable transportation, and have driving record that is insurable under the agency's insurance policy.</li> <li>2. Ability to work a flexible schedule with varying hours week to week.</li> <li>3. Employment contingent on approval as an instructor by funding source.</li> <li>4. Must attend required Train the Trainer sessions.</li> </ol>   |
| Special Requirements         | <ol style="list-style-type: none"> <li>1. Stamina to effectively meet job requirements.</li> <li>2. Ability to teach for a maximum of 7 hours in one day.</li> <li>3. Physically able to demonstrate required aspects of training, including transfers.</li> <li>4. Physically able to move and set up classroom space.</li> <li>5. Able to travel throughout service area.</li> </ol>   |
| Supervisory Responsibilities |  |
| Number of Staff Supervised   | 0  |
|                              |  |
| Position Supervisor          | Division Director, Adult Care & Nutrition Services   |

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| Job Location                                    | J06 - PT - 803 W Park Ave   |
| Salary Grade Range                              |   |
| Work Schedule                                   | Hours will vary month to month, depending on established yearly schedule.<br>2010 – 21 annual instruction days (prorated based on hire date). |
| Position Assignment                             | Regular   |
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|   |   |
| Job Category                                    | 2 - Professional  |
| EEOC Code                                       |   |
| Labor & Industries Code                         | 5308  |
| Standard Occupational Classification (SOC) Code |   |
| FLSA  | Non-Exempt  |
|   |   |
| Date Last Modified                              |   |
| <b>Employee Position Requirements</b>           |   |
| Physical Exam                                   | No  |
| TB Test   | No  |
| Hepatitis B / Waiver                            | No  |
| DSHS Criminal Check                             |   |
| Food Handler Permit                             | No  |
| Child Abuse Prev Training                       | No  |
| Bloodborne Training                             | No  |
| CPR Adult                                       | No  |
| CPR Infant/Child/Adult                          | No  |
| First Aid                                       | No  |
| Tetanus Vaccination                             | No  |
| Washington State Patrol Background Check        | Yes   |
| <b>Signatures</b>                               |   |
| Employee: PRINT NAME                            |   |
| Employee Signature                              |   |
| Signature Date                                  |   |
| Supervisor Signature                            |   |