



POSITION VACANCY

Position:	Healthcare Certification Coordinator
Reports To:	Career Tech Supervisor – Allied Health & Nursing Department
Starting Date:	July 2020
Salary Range:	Annual Stipend paid in June
Work Week/Year:	As needed July 1 – June 30
Requirements:	Valid Ohio license as a Registered Nurse issued under Chapter 4723 of the Revised Code. Current “Train-the-Trainer” certificate or ability to immediately obtain. Minimum of two years (1600 hours) successful work experience as a licensed registered nurse, at least one of which shall be in the provision of long-term care facility services.
Responsibilities:	Knowledgeable of the published Ohio Manual Skill Tasks Listing guidelines set by the State of Ohio Board of Health and able to share that knowledge to prepare students for the State Test for Nursing Assistants. Work collaboratively and effectively with staff and students. Assist in maintaining contracts and placement sites for clinicals. Assist the instructor(s) in clinical training when necessary. Maintain complete and accurate records as required by law, district policy and administrative regulations for the program.
Application Deadline:	Until Filled
Apply To:	Dr. Rick Smith, Superintendent Ohio Hi-Point Career Center 2280 State Route 540 Bellefontaine OH 43311 rsmith@ohiohipoint.com