



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716)938-2759

John R. Searles, Personnel Officer

Kristine M. Phinney, Deputy Personnel Officer

IN-SERVICE TRAINING COORDINATOR (Provisional Appointment)

INFORMATIONAL POSTING

Supervisory Unit

VACANCY: Department of Nursing Homes

9822 NY-16

Machias, NY 14101

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Inservice Training Coordinator (Provisional Appointment)	1	Grade 29 - \$31.37- \$34.67 per hour

*Permanent appointment requires successful completion, and placement, thru the Civil Service examination process.

The work involves responsibility for the formulation and administration of orientation and in-service training programs to meet the needs of personnel with the Department of Nursing Homes. The incumbent is also responsible for the conduct, evaluation, improvement of training programs, facility policies and procedures development and required employee health assessment management. The work is performed under general supervision with considerable leeway permitted for the exercise of independent judgement in planning course content, instruction methods and assignment organization. Supervision may be exercised over the work of subordinate personnel. An In-Service Training Coordinator does related work as required.

MINIMUM QUALIFICATIONS: Candidates must possess a license issued by the State of New York to practice as a Registered Nurse and three years of experience as a Registered Nurse and have either:

A. An additional three (3) years of experience as a Registered Nurse which must have been in

a supervisory capacity;

OR

- B. Completion of a professionally recognized course in teaching adult learners or New York State Education Department teacher certification;

OR

- C. An additional two years of experience teaching nursing or nursing related programs to adults in an academic setting approved by the State Education Department or other recognized accrediting body.

Cattaraugus County Civil Service

303 Court Street

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Applications are available at the Cattaraugus County website: <https://cattco-portal.mycivilservice.com> .

Cattaraugus County - an Equal Opportunity Employer

Issued: April 12, 2021