



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

INSERVICE TRAINING COORDINATOR (Provisional)

<u>Title</u>	<u>No. Positions</u>	<u>Salary</u>
Inservice Training Coordinator	1	\$40.54 per hour
The Pines Machias		
*Provisional Appointment		Grade 29 – Supervisory Unit

***Permanent appointment requires successful completion, and placement, through 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.

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on August 6, 2024, to:

Cattaraugus County Civil Service

303 Court Street

Little Valley, NY 14755

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

Cattaraugus County - an Equal Opportunity Employer

Issued: July 31, 2024