



CATTARAUGUS COUNTY CIVIL SERVICE

HUMAN RESOURCES DEPARTMENT

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

Kristine M. Phinney, Personnel Officer

INSERVICE TRAINING COORDINATOR

Informational Posting

Department of Nursing Homes

2245 West State Street

Olean, NY

	<u>No. of Positions</u>	<u>Grade</u>	<u>Salary</u>
Inservice Training Coordinator	1	HCSR40-29-1	\$40.54

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 either:

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

OR

2. 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;

OR

3. Two years of experience teaching nurse aides in a residential health care facility.

This job posting is issued pursuant to Article 13 of the collective bargaining agreement.

Interested applicants must complete a Civil Service Application and submit it prior to 11:59pm on June 22, 2026.

Apply online at the Cattaraugus County website: www.cattco.org/jobs.

If submitting a paper application, mail to:

Cattaraugus County Civil Service

303 Court St.

Little Valley, NY 14755

Issue Date: June 15, 2026

Cattaraugus County is an Equal Opportunity Employer.