

JOB DESCRIPTION					
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TITLE: Paraprofessional Trainer	DEPARTMENT: Education Department	EFFECTIVE DATE: 05/23/98 REVISED: 1/18/08, 10/16/15 1-10-18
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JOB CODE: 599	GRADE: N8	BENEFITS:	FLSA STATUS:	EEO STATUS:	PAGE:
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FUNCTION: Provides designated training for Home Health Aide program, Basic Life Saving training and other training as assigned.

REPORTS TO: Manager of Paraprofessional Education

RELATIONSHIPS: HHA Trainees, Human Resources, Education Coordinator, internal and external staff and vendors

HOURS: Part time including Days, Evenings and Saturdays

MANAGES/SUPERVISES: None

RESPONSIBILITIES:

1. Participate in planning and implementation of the Home Health Assistant (HHA) training programs.
2. Deliver state-of-the-art HHA instruction for full core and transition training, including evening classes, for all URM Home Care HHAs in both Rochester and Geneva office locations.
3. Provide instruction for day, evening and Saturday in-services for all URM Home Care HHAs in both Rochester and Geneva locations.
4. Instructor for AED - CPR classes. Over sees BLS program including maintenance and ordering of supplies.
5. Assist with community clinical practicum experience for trainees as needed.
6. Assists with new employee orientation as needed.
7. Responsible for the Key Performance Indicators (KPI's) established by manage
8. Coordinates with Manager to insure the timely requisition and receipt of supplies and equipment needed for the trainee classes.

QUALIFICATIONS:

1. Completion of an accredited Registered Nursing Program. A current New York State RN License.

2. Two years' experience as a Registered Nurse, one year of which must be in the provision of home health care in an Article 36 or Article 40 approved agency.
3. Certified or willing to become certified in Basic Life Saving for Health Professionals (CPR-AED)
3. Excellent group presentation skills. Experience in adult education or training required.
4. Ability to function with minimum supervision.
5. Ability to make decisions and work independently.
6. Strong written and communication skills.
7. Must be able to work both day/evening hours as needed

EMPLOYEE ACKNOWLEDGMENT

I have reviewed my job description and agree to perform all duties mentioned to the best of my ability. I understand my job duties may change as the needs of the company change. I further agree to notify my immediate supervisor if I am unable to complete any of my job duties in a timely manner.

Employee Signature

Employee Print Name

Date

<https://urmhomecare.org/employment/current-job-openings/2/>