Rockingham County
Department of Human Resources

Career Opportunity

Position Title: Assistant Staff Development Coordinator

Department: Rockingham County Rehabilitation & Nursing Center

Status/Shift: Non-Exempt, Part Time (32 hours) Potential change to (40 hour) Full Time status pending approval and passage of the FY2020 budget.

Salary Range: **$22.31- $30.88**
Dependent upon Experience

Posted: 05/23/2019
Closing: Until Filled

Hours: Self-Scheduling Position; variable off-shift hours consisting of - 2nd, 3rd and weekend shifts, occasional day shifts.

Purpose/Scope:

Assists in the developments of a framework of educational services that promote the growth and development of both licensed and non-licensed staff. Under the direction of the Staff Development Coordinator provides education, nursing facility orientation and training opportunities to all nursing staff of the facility to uphold standards, meet regulatory requirements and promote ongoing development in the field of nursing.

Essential Job Functions:

Maintains established educational models reflecting the mission, vision, and values of the facility, supports nursing policies, procedures and protocols, and explores current best practices.
Identifies essential competencies for licensed and non-licensed staff within the nursing department and assures appropriate educational opportunities exist to promote the growth and development of staff.
Assists in the planning, coordinate and evaluation of educational programs for licensed and non-licensed staff.
Schedules and coordinates annual mandatory learning sessions for all nursing facility personnel to include but not limited to: Resident Rights, Abuse and Neglect, Reporting of Criminal Acts, Dementia Training, HIPAA, Fire Safety, and Exposure Control, etc.
Provides training to all nursing personnel on resident based electronic records system.
Assists in monitoring all contract hours for all LNA/MNA staff to ensure regulatory compliance.
Provides and performs competency testing for nursing staff.

Knowledge, Skills, and Abilities Required:

Graduate of an accredited School of Nursing.
Must possess a current, valid unencumbered New Hampshire RN license.
3 years of Long Term Care experience, preferred.
Proficiency in resident-based electronic medical record systems.
Must be able to work hours as scheduled based on the requirements of the position and the facility.

Submission Requirements: Employment application required. Resume and cover letter optional.
Apply to: Human Resources Department Email: careers@co.rockingham.nh.us

Mail or Drop off Applications to:
Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833
Applications can be found online at: **rockinghamcountynh.org/careers**

EQUAL EMPLOYMENT OPPORTUNITY
Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.