



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)

The Cattaraugus County Department of Nursing Homes is seeking qualified applicants for the position of Inservice Training Coordinator. The selected applicant will be appointed on a provisional basis until an appropriate examination is conducted. For permanent appointment, the selected applicant must place in the top three on the final eligible list.

The Pines Healthcare & Rehabilitation Centers

LOCATION: MACHIAS CAMPUS

	<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 candidates must complete a Civil Service Application. Applications will be accepted until the position has been filled.

The Pines Healthcare & Rehabilitation Centers

Attn: Kelly Reed, Director
2245 W. State Street
Olean, NY 14760

Issue Date: March 11, 2025

Cattaraugus County is an Equal Opportunity Employer.