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**Job Title:** Nurse Instructor: Nursing Assistant Training Program for New Americans (NAR)  
**Department:** Medical Careers Pathway  
**Reports to:** Manager, Nursing Assistant Training & Director, Medical Careers Pathway  
**FLSA Status:** Full-time (30 hours per week, 44 weeks per year), Exempt

**Primary Function:** Instruction of New American nursing assistant students in classroom, lab and clinical site to meet the requirements of the Minnesota Department of Health, as well as state and federal regulations.

**Qualifications:**

- I. Education
  - A. RN currently licensed in Minnesota. BSN preferred.
  - B. Train the Trainer certificate, or ability to attend Train the Trainer course.
- II. Experience
  - A. A minimum of two years of nursing experience (LPN or RN), one of which must be in provision of services in a long-term care facility.
  - B. Experience teaching adults.
  - C. Experience communicating with adults from other nations, cultures and ethnic groups.
- III. Job Competencies
  - A. Demonstrates knowledge of current state and federal regulations applying to training and registration of nursing assistants.
  - B. Understands and supports the goals and mission of the International Institute.
  - C. Demonstrates a high level of inter-personal skills, including individual and group communication, team building skills, flexibility, and problem solving.
  - D. Understands and respects the trauma and loss experienced by refugees and asylees, and shows sensitivity to the mental health and stress issues that may surface in the classroom, lab and clinical settings.
  - E. Provides appropriate interactive instruction to ELL students.
  - F. Knowledgeable with Microsoft Office, especially Word, Excel and Outlook.
- IV. Duties
  - A. Directly responsible for classroom, skills lab and clinical instruction.
  - B. Attends weekly NAR staff meetings. Shares responsibility with other NAR staff (RN instructors, ELL instructors, MCP director, client services representative) for continuing program and policy development, organization and implementation.
  - C. Evaluates students' progress, performs skills testing and maintains student records.
  - D. Provides 1-on-1 tutoring as needed for students preparing for the state examination.
  - E. Reviews tuberculosis screening results for students, arranges for follow-up if needed, and maintains appropriate documentation of screening results for clinical training.
  - F. Models professional work habits for students.
  - G. Respects student confidentiality.
  - H. Promotes self-sufficiency for students.
  - I. Shares responsibility for communication with the state coordinator of the CNA Registry.
  - J. Assists with interview process for program applicants.

- K. Alternates with other RN instructors in presenting information to students participating in the Universal Worker training, when offered.
- L. Attends all-Institute staff meetings.
- M. Together with other staff, works at annual Festival of Nations.
- N. Other duties as assigned.

### **Safety and Physical Demands**

The International Institute of Minnesota strives to create and maintain safe conditions for employees and visitors. All employees are to be aware of total facility and department safety and emergency procedures, as well as being responsible for anticipating and eliminating potentially hazardous conditions and situations.

*(These physical demands may be modified if a reasonable accommodation can be found that does not create an undue hardship for the International Institute of Minnesota.)*

A. In a normal 6-hour work day, the employee must be able to:

- 1) sit 4-5 hours
- 2) walk 4-5 hours

B. The employee's job requires occasional (1% - 33% of a normal 6-hour work day):

- 1) squatting
- 2) reaching above shoulder level
- 3) kneeling
- 4) bending and stooping
- 5) crouching
- 6) pushing and pulling

C. The employee's job requires lifting/carrying

- 1) up to 25 pounds frequently
- 2) up to 50 pounds occasionally

D. The employee's job requires use of the right and left hands for repetitive actions such as:

- 1) simple grasping
- 2) firm grasping
- 3) fine manipulation

**To apply:** Submit cover letter and resume to Julie Garner-Pringle via email ([jgarner-pringle@iimn.org](mailto:jgarner-pringle@iimn.org)).  
**No phone calls or walk-ins please.** Position is open until filled.