



OPEN POSTION

Position Title: Certified Clinical Medical Assistant (CCMA) Instructor

Worksite location: 2342 N. 27th St., Milwaukee, Wisconsin

Position classification: Full-time, exempt

The Center for Healthcare Careers of SE Wisconsin (CHCSEW) is a non-profit organization that develops strategic initiatives and activities to create a supply of fully skilled and capable individuals to be prepared to meet the current and future workforce needs of the healthcare industry.

Position Summary:

The Certified Clinical Medical Assistant Instructor leads trainees toward their goal of becoming a Certified Clinical Medical Assistant (CCMA) by coordinating and instructing the Medical Assistant (MA) program and courses, providing hands-on lab demonstration experiences and preparing trainees to pass the certification exam.

ESSENTIAL JOB ROLES AND RESPONSIBILITIES:

- Coordinates and participates in the preparation, development and selection of MA curriculum and lesson plans.
- Coordinates and instructs assigned MA training program and courses using multiple learning and teaching strategies, including, but not limited to lecture, media, simulation, online learning platforms and hands-on lab demonstrations
- Instructs specified subject(s) in the MA curriculum.
- Prepares detailed notes on each topic and presents information to class either in-person or virtually, with expertise and authority on the given topic.
- Administers and evaluate tests and assignments to assess trainees' understanding of curriculum and measures the efficiency of the instruction methods.
- Promotes trainee success by showing flexibility in teaching style and work schedule, as well as exhibiting a passion for instructing while engaging trainees in the learning process.
- Mentors and advise trainees as needed to ensure trainees' success
- Maintains classroom including inventory of equipment and supplies.
- Assesses trainee performance and recommends/administers tutoring interventions as needed.
- Prepares trainees and advises during clinical rotations.
- Trains and creates guidelines for preceptors during clinical rotation.
- Manages CCMA exam testing and administration process. Maintains good standing with National Healthcareer Association (NHA).

- Partners with healthcare organizations and leadership teams to advise on trainee progress and to coordinate clinical rotations.
- Maintains records and data, and complies with all applicable regulations, compliance and auditing requests.

Qualifications:

- 5 years of experience in a clinic or ambulatory center preferred
- Post-secondary teaching or healthcare education instruction experience preferred

Education Required:

- Associate Degree in Nursing

Licensure, Registration and/or Certification Required:

- Registered Nurse license issued by the State of Wisconsin
- Basic Life Support (BLS) for Healthcare Providers certification issued by the American Heart Association (AHA) needs to be obtained.

Knowledge, Skills and Abilities Required

- Excellent written and verbal communication skills
- Proficiency in using Microsoft Office (Word, Excel, PowerPoint) or similar products
- Excellent organizational skills and ability to set priorities and meet deadlines

Physical Requirements and Working Conditions:

- Requires physical activity of standing, walking, lifting and bending
- May be required to occasionally live up to 25 lbs. when transporting educational materials
- Must have functional speech, vision and hearing
- May be exposed to the following hazards: blood and bodily fluids, chemical, electrical, pressurized gasses, mechanical and radiation. Will be required to wear personal protective equipment (PPE) as is appropriate.
- Generally exposed to normal office and lab environment
- Position requires some travel. May be exposed to road and weather hazards
- Operation of all equipment necessary to perform job

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be required to perform other related duties.

HOW TO APPLY

Submit a cover letter, resume (indicating the title of the position you are applying for), and salary requirements to:

HR@employmilwaukee.org

APPLICATION DEADLINE: July 17, 2020 – 5:00 PM

Interviews may be conducted during position posting

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