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Certified Clinical Medical Assistant (CCMA) Instructor

Employ Milwaukee in partnership with 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.

We are looking to hire a **Full-time** Certified Clinical Medical Assistant Instructor to work **Monday - Friday, 8:00 am - 5:00pm** the 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 Duties 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.

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

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employmilwaukee.org

- 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.

Education and Experience:

- A minimum of an associate degree (ADN) in nursing (Registered Nurse (RN) **OR** a graduate of an accredited Medical Assistant (MA) **OR** Licensed Practical Nurse (LPN) program with valid corresponding certification or license, issued by the State of Wisconsin
- Basic Life Support (BLS) for Healthcare Providers certification issued by the American Heart Association (AHA) will need to be obtained.
- A minimum of two years of experience in post-secondary teaching, healthcare education or adult education.

Preferred:

- At least two years of experience in a clinic or ambulatory setting
- Prior experience with online teaching and/or experience using online videoconferencing/classroom platforms (Google Classroom, ZOOM, etc.)

Knowledge, Skills and Abilities:

- 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

Send Salary Requirements and resume, stating the position you are applying for, to:

Human Resources, Employ Milwaukee

HR@employMilwaukee.org

Interviews may be conducted during the posting period