



Education Program Director (NP, BSN, RN)

If you're looking for a rewarding career, look no further than Zip Care! If you like the idea of helping others launch careers in the medical field in order to change the trajectory of their lives then please apply because we are looking for you. Zip Care is seeking a full-time, experienced Education Program Director (NP, BSN, RN) to lead and develop the curriculum and cutting-edge training for our entry-level medical professional training program!

About Zip Care

Zip Care is the highly anticipated new division of the nationally acclaimed non-profit software training bootcamp Zip Code Wilmington. Zip Care brings the self-sustaining non-profit training model to the healthcare industry. Similar to Zip Code, its new division -- '**Zip Care**' -- aims to upskill or reskill adults from all walks of life within a short time period and prepare them for entry-level careers in the medical field. This training aims to increase students' earned wages and the region's tax base, while also creating a sustainable talent pool for healthcare systems in Sussex and Kent Counties, initially, and then statewide throughout Delaware.

Zip Care seeks an Education Program Director (NP, BSN, RN) who can lead the certification efforts for this new program in 2023, and successfully launch the training program and its first cohort in 2024.

About the Position (Education Program Director (RN))

Proposed Salary Range:

\$30-43/hour, commensurate with experience

Job Functions:

Leads Curriculum Development & Training; Manages Healthcare Educators; Assists with Administration & General Business Requirements

Job Description:

The ideal candidate will be a driven, self-starter and team player who is comfortable working with diverse internal and external parties. You must be a logical thinker with the ability to effectively multitask. Must be flexible, have strong attention to detail, the ability to learn quickly, and possess excellent written and oral communication skills. The Education Program Director (NP, BSN, RN) (or "Director") must meet or exceed federal and state regulatory requirements to serve in this position. The Director functions as an interdependent and objective leader who evaluates, reviews, oversees and implements all the CNA program, develops tools and curriculum activities, and understands the training, resources, and professional development skills needed by local employers including hospitals, long term care facilities, medical offices, health care agencies, organizations and Government entities. In addition, the Director has the ability to engage the community and health leaders in the community garnering support for the launch and development of the program.

Specifically, the duties of the Education Program Director include the following:

- Develop, initiate, maintain, and revise policies and procedures for the general operation of a holistic entry-level medical professional training program that incorporates basic state requirements for nursing assistants to successfully achieve certification as well as other technical and professional development skills and training (such as, without limitation, basic life support and CPR training and certifications).
 - The individual is responsible for scheduling students' clinical experience, teaching classes and clinical training; supervising students in laboratory and skills testing; conducting pre- and



post-clinical conferences and evaluating student progress; supervising faculty; preparing written evaluations; and, advising students and employers.

- Assists Executive Director with the management and operation of the organization; supports accomplishment of organizational goals; supports analysis, evaluation, and reports provided to the Board of Directors.
- Directly market educational offerings to the public, employer groups and organizations; assists employers in meeting their recruitment, staffing, and training needs
- Presents health education and promotion programs such as training workshops, conferences, or community presentations.
- Models exemplary leadership, collaboration, team functioning, service excellence and interpersonal skills, and is fiscally economical and efficient with business operation.
- Supervises direct reports with clinical and administrative tasks and responsibilities; mentors and guides direct reports to achieve organizational and career goals.

Benefits

- Competitive compensation commensurate with experience
- Flexible scheduling and a PTO plan to support a healthy work-life balance
- Outstanding benefits including Healthcare, Vision, Dental, and Life Insurance
- Voluntary benefits such as Long-Term Disability and Short-Term Disability
- 401K with excellent company match for full-time and part-time employees
- Hybrid working requirements (remote work until a permanent office location is designated).

Required Experience:

- Valid Delaware Nursing License (B.S. Nursing, RN, NP).
- 5 Years of nursing experience (minimum).
- 2 Years long-term care facility or nursing facility experience (minimum) or experience as an RN supervisor.
- Completed a course on teaching adults or documented experience teaching adults.
- Knowledge of local, state and federal laws and regulations as it relates to the operations of an education training program.
- Knowledge of administrative and clinical operations as it relates to a training program.
- Strong communication/clinical skills.
- Skilled in providing computer training and testing in the academic setting as well as proficient in the use of EPIQ and CERNER (among other) software programs in the clinical setting.
- Physical Requirements: Varied sitting, standing, bending, walking; ability to lift up to 25lbs related equipment/office supplies.
- Clinical Requirements: Must provide documentation of compliance with immunization requirements for each clinical agency including complete and current COVID-19 vaccinations.
- All candidates are subject to a Criminal Background Investigation prior to any offer of employment.

Professional Skills:

- Adherence to deadlines and strong will to meet them.
- Strong organizational skills with incredible attention to detail.
- Strong creative problem-solving skills.
- Team player and collaborative ability.
- Strong interest in helping others.
- Ability to effectively listen and communicate with stakeholders, students, employers, and colleagues.
- Ability to maintain and manage confidential information.
- Ability to work with a variety of students and employers with unique needs.



- Ability to provide punctual and dependable services to students and employers.
- Knowledge of human resources laws and regulations.
- Must have a multicultural perspective.

Technology & Work Requirements:

- Proficient with Microsoft Office, Word, Excel, and PowerPoint.
- Proficient with Google Suite including Gmail, Google Calendars / Docs / Sheets / Pages.
- Flexible hours may be needed (some weekends, some evenings).
- Applicants must be physically able to efficiently perform the duties of the position with or without reasonable accommodation. Duties do not require arduous exertion but may at times involve lifting, carrying, prolonged standing, walking, pushing, bending and reaching, and may involve the handling of heavy containers of mail and parcels weighing up to 25 pounds.

Position Preferences:

- Multilingual (fluent in English as well as Spanish and/or French).
- Technically proficient with Slack, Zoom, and CERNER and/or EPIQ.
- Demonstrated ability to quickly adapt to new technologies.
- Prior experience assisting job seekers in obtaining employment.

Required Professional Credentials/Certifications:

- Registered Nurse or Nurse Practitioner (RN, BSN, NP)
- BLS
- CPR

Job Type: Full-Time, Non-exempt	Reports to: Executive Director of Zip Code Wilmington	Location: Seaford, Delaware (Sussex County)
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Travel:

Limited, if any, travel anticipated (<20%).

Additional Details:

- Employment is subject to background investigation and demonstration of eligibility to work in the US.
- We welcome diversity and highly encourage applications from people of color and people with convictions. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law. Learn more at zipcodewilmington.com.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Zip Code Wilmington, Inc., an educational institution with its principal place of business in Wilmington, Delaware, does not discriminate in human relations practices, student admissions, vendor selection or in any other manner of operation on the basis of race, creed, national origin, gender or sexual orientation or other characteristic protected under federal, state law or local law.