



POSITION NOTICE

Medical Programs Manager

Adult Technical Training

BEGINNING DATE: As early as September 16, 2019

REQUIREMENTS: Excellent leadership skills. Excellent oral and written communication skills. Proficient with general computer applications and ability to learn new applications. Broad exposure and experience in the medical field – preferred 10 years experience. Prior supervisory experience preferred. Minimum of associate degree. Demonstrate completion of instruction/ experience (minimum of one formal class, PD workshop, seminar, or in-house training) in educational theory and techniques (learning theory, curriculum design, test construction, teaching methods, assessment, or other similar topics). Hold or willingness to obtain within first three months of employment a Medical Assisting certification from an organization whose credentialing exam is accredited by the NCCA or ANSI including one of the following: CMA (AAMA), RMA (AMT), NCMA (NCCT), CCMA (NHA), CMAC (AMCA). NCMA required to be earned after 11/30/2010, CCMA required to be earned after 1/20/2011, CMAC required to be earned after 10/8/2015. Minimum of 160 hours in an ambulatory healthcare setting performing or observing administrative and clinical procedures as performed by medical assistants. Teaching experience in postsecondary and/or vocational/technical education (minimum two semesters or three quarters).

RESPONSIBILITIES: Supervise medical programs for Adult Technical Training: Phlebotomy, STNA, Medical Billing, Medical Assisting, & Surgical Technology. Support and manage instructors, recruit students, attend applicable meetings/conferences/community events, secure and maintain clinical sites, understand and respond to current workforce needs, maintain program-specific accreditation/state agency reporting and guidelines, maintain information in student information system, learning management system, and aid students with employment.

COMPENSATION: Class III Adult Technical Training Manager
Salary Range \$65,180 to \$83,633 based on qualifications and experience. Outstanding fringe benefit package.
260 Days/Year

PRIORITY DEADLINE: August 23, 2019 by 3:00 pm

CONTACT: Questions: Tony Huffman (740) 373-2766 Ext. 2010

Qualified, interested applicants should submit a cover letter and resume to: applicant@thecareercenter.net

Dennis Blatt, Superintendent
Washington County Career Center
21740 State Route 676
Marietta, OH 45750

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