

WORCESTER PUBLIC SCHOOLS

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Night Life Division
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Worcester Technical High School
1 Skyline Drive
Worcester, Massachusetts 01605

Night Life in Worcester, MA is looking for a qualified Certified Clinical Medical Assistant to teach part time in the evenings at Worcester Technical High School. A candidate must be willing to teach the 160 hours class and assist the program coordinator with student recommendations for externships at various medical clinics. Support for the instructor is provided by the case management team at Mass Hire's Worcester Job Fund and by the Night Life Coordinator at Worcester Technical High School.

Qualifications

- Teaching: 1 year (Preferred)
- Phlebotomy: 3 years (Preferred)
- CCMA, CPT, or CET Certification (Preferred)

Full Job Description

Worcester Public School's continuing education program, Night Life is seeking a part time evening instructor for the **Certified Clinical Medical Assistant program** at Worcester Technical High School. This 160- hour training program runs Tuesday, Wednesday, and Thursday evenings from **5:30pm – 9:30pm from January 31st to May 23rd, 2023** and is followed with a 120 hour student externship program at various clinics, which an instructor would help facilitate. An instructor would work with the Night Life Coordinator and staff at MassHire to prepare students for work in the healthcare industry and for the NHA certification exam. Our staff supports the instructor with student workforce readiness trainings, externship placements, supply procurement and other case management support that might be needed.

A preferred candidate will have the following experience and skills:

- Working with the Night Life Coordinator, develops, updates, and instructs all CCMA course curriculum and lesson plans.
- Develops, updates, and instructs course curriculum and lesson plans while maintaining standards set by the National Healthcareer Association.
- Works with the Night Life Coordinator to prepare, coordinate, and administer National Healthcareer Association certification exams for all students.
- Working with MassHire staff and the Night Life Coordinator, monitors externship sites for students.
- Completes and reviews monthly progress reports with students and maintains up to date and accurate student files.
- Works cohesively with all team members including Instructors, Case Managers, Job Developers, and the Program Coordinator.

Requirements:

- Must have the following current certifications: CCMA; CPT; CET. CPR and First/Aid Instructor preferred.
- A minimum of five (5) years' experience as a Clinical Medical Assistant.
- Must be able to pass a CORI and SORI. Must be approved by the MA Department of Professional Licensure.
- Must maintain a positive and professional attitude.

Job Type: Part-time

Schedule:

- Night time teaching program: Tues, Wed, Thurs 5:30-9:30pm
- No weekends

Experience:

- Teaching: 1 year (Preferred)
- Phlebotomy: 3 years (Preferred)

License/Certification:

- CCMA, CPT, or CET Certification (Preferred)

Work Location: One location

Worcester Technical H.S.
1 Officer Manny Familia Way
Worcester, MA 01605