POSITION OPENING

25 Main Street, Suite 206 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-3391 | www.csuchico.edu/cse

POSITION: Nursing Preceptorship Program Manager
Part-Time/Non-Benefited/Hourly/Non-Exempt
RECRUITMENT ID: 890
COMPENSATION: $55.00 - $64.00 per hour
LOCATION: This position will primarily be in person work located on the Chico State campus.

The Program Director is directly responsible for facilitating preceptorships in Northern California for senior and newly graduated nursing students, and licensed Registered Nurses (RNs). This position manages the program including supervision of staff and coordination of staff activities; developing clinical preceptorships; recruitment of participants and promotion of the program statewide; orientation and ongoing supervision of participants; and evaluation of sites. This position serves in an advisory capacity during the application and placement period and functions as the participants’ immediate supervisor. This position functions under the general supervision of the Director of the School of Nursing.

ESSENTIAL JOB FUNCTIONS:
Overall supervision of staff including hiring, orientation, delegation of duties, periodic evaluation, and decisions regarding retention/dismissal.

- Interviews, screens, selects, trains, and evaluates staff.
- Assigns workloads and establishes performance standards and goals.
- Prepares work schedules and tracks attendance.
- Maintain continual contact with participants and preceptors during biannual placements periods.
- Respond to program participants and preceptor concerns as needed.
- Conduct on-site visits.

Public Relations and Recruitment:

- Maintains positive relationships with senior administrators and staff from over 30 north state hospitals to promote program participant preceptorships and placements.
- Assists north state hospitals in providing placements for supplemental training of current staff, and training of new and prospective staff.
- Maintain correspondence and make occasional visits with north state colleges to encourage enrollment in RCNP program.
- Screens large pools of applicants twice yearly to establish participating cohorts.
- Obtains permission by sites to accommodate participants in clinical assignments.
- Attends and participates in various meetings in the SON and the University as appropriate on behalf of the program.
- Promotes existing and new programs, policies, and procedures.

Preceptorship Program Coordination:

- Provides overall coordination and implementation of RCNP program and initiatives.
- Oversees development and adoption of new policies to support RCNP program.

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color, ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.
• Review and coordinate with appropriate departments on policies, practices, and procedures to ensure consistency with the communication about programs and access to them.
• Prepare participants for preceptorships with a thorough orientation.

Program Evaluation:
• Conduct and process individual and program evaluations upon program completion.
• Interpret collected program data.
• Evaluate and monitor program/s for effectiveness, deficiencies, etc.
• Document trends, recommend and implement modifications to improve program/s effectiveness.
• Provide fiscal review and evaluate operations for service improvements.
• Identify needed changes and improvements in program development.

EMPLOYMENT STANDARDS:
Completion of a professional nursing program in an approved school of nursing or by additional preparation as approved by the California Board of Registered Nursing, Preferred Bachelor's Degree in Nursing.

AND
2-3 years of progressively responsible professional nursing experience which has provided evidence of the ability to perform the duties described above which includes administrative and lead responsibilities; or equivalent combination of education and experience which provides the required knowledge and abilities. This includes but is not limited to: 1) minimum of one year acute care experience as an RN, and 2) minimum of two years leadership experience as an RN in a nursing role.

AND
Possess a valid license as a Registered Nurse in the State of California.

COMPLIANCE REQUIREMENTS:
• Candidate must be in possession of valid driver's license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
• Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.
• CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

BENEFITS: 24 hours of Sick Leave.

HOW TO APPLY:
To be considered, submit the following documents by September 15, 2022. Documents submitted after this date will not be considered.
• Resume
• Cover Letter

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• Chico State Enterprises Application
• Three Professional References
• Typing Certificate: 35 WPM with 0 errors
• Candidates selected for an interview will be asked to complete an assessment.

BY DROP BOX: https://csuchico.app.box.com/f/6469a976990e4fbb15585b2e46ad1db
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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