

JOB CLASSIFICATION: Exempt, Full-Time Staff

WORK SCHEDULE: Hours of Operation, Occasional Evening/Weekend Trainings as needed **LOCATION:** Manhattan Tech Wamego Center – Rural Healthcare Professions Accelerator

COMPENSATION: Pay Grade 11 (\$48,707 - \$79,150 salary).

Actual pay will be based on relevant professional experience and education level.

This position is supported by grant funding for the Rural Healthcare Professions Accelerator. The current project period ends September 30, 2027. Continued employment beyond the funded period is contingent upon available funding, institutional needs, satisfactory performance, and applicable college policies.

REPORTING RELATIONSHIP: VP of Education & Engagement

ACADEMIC COORDINATION: Appropriate nursing and Allied Health program leadership

POSITION SUMMARY

The Healthcare Trainer develops and delivers healthcare instruction, simulation-based learning, and employer-aligned workforce training for adult learners, high school students, and incumbent healthcare workers. Working with college faculty and regional healthcare providers, the Trainer supports short-term credentials, healthcare career exploration, new-employee onboarding, and professional upskilling.

Instruction takes place at the Manhattan Tech Wamego Center, participating healthcare facilities, schools, and other approved regional locations. The Trainer integrates hands-on practice, high-fidelity patient simulation, and AR/VR-supported learning to help participants develop and demonstrate job-relevant competencies. Course assignments depend on the employee's qualifications, applicable approvals, and institutional instructional requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop and deliver classroom, laboratory, simulation, and approved clinical instruction aligned with assigned healthcare courses and workforce training programs.
- Support CNA, CMA, phlebotomy, healthcare prerequisite, and other allied health offerings when qualified and authorized for the specific assignment.
- Coordinate under the guidance of the Healthcare Workforce Project Manager, and Collaborate with healthcare employers to identify skill gaps and develop customized onboarding, competency refreshers, and incumbent-worker training.
- Prepare lesson plans, learning materials, skills checklists, assessment rubrics, and instructional activities appropriate to participant needs.
- Design and facilitate patient-care scenarios using high-fidelity mannequins, clinical task trainers, medication-administration training equipment, and other instructional resources.
- Work with the Healthcare Simulation Specialist to integrate immersive (AR/VR) technologies into instruction and facilitate participant preparation and debriefing.
- Evaluate participant knowledge and clinical skills, document competency attainment, and provide constructive feedback and remediation.

- Maintain accurate attendance, assessment, completion, and training records for institutional and grant reporting.
- Coordinate with academic leadership and clinical partners to support approved learning experiences, placement schedules, and instructional requirements.
- Collaborate with the Healthcare Professions Navigator to identify learners needing additional academic or career support.
- Participate in healthcare career exploration events, school visits, employer demonstrations, and mobile training activities.
- Maintain safe instructional environments, model professional practice, and participate in ongoing clinical and instructional development.

Minimum qualifications

- Bachelor of Science in Nursing from an accredited institution.
- Current, unrestricted RN license valid for practice in Kansas.
- Two years of clinical nursing experience.
- Current Basic Life Support certification.
- Ability to demonstrate and evaluate clinical skills and communicate effectively with learners of varying ages and backgrounds.
- Ability to use instructional technology and maintain accurate electronic records.
- Ability to meet applicable instructor qualifications and obtain required approvals for assigned courses before independently delivering instruction.

Preferred qualifications

- Master of Science in Nursing or a related graduate degree.
- Experience teaching, precepting, training healthcare employees, or facilitating simulation-based education.
- Experience in rural healthcare, long-term care, acute care, or ambulatory care.
- Existing instructor approvals or credentials relevant to CNA, CMA, BLS, or other assigned training.
- Experience with competency-based assessment, high-fidelity mannequins, or AR/VR instructional tools.
- Experience supporting adult learners, high school students, or incumbent workers.

Physical Demands:

- Ability to sit or stand for extended periods of time.
- Ability to lift and move supplies up to twenty-five (25) lbs.

- Ability to effectively communicate verbally, in writing, via computer, and over the phone.
- Effective typing and transcription skills for necessary meetings and communications.
- Ability to work occasional early mornings, evenings, and weekends as needed and attend events as required.

Work Environment:

- Professional and deadline-oriented environment in an office setting.
- Regular interaction with students, staff and guests.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.
3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
5. All ‘offers of employment’ are subject to criminal background check prior to employment.