Position Description

CLINICAL LAB INSTRUCTOR

This position serves to provide clinical instruction to students in the techniques and skills of embalming, according to ABFSE guidelines and College protocols and procedures, under the direction of the Clinical Lab Director and Lab Manager. The Clinical Instructor works closely with other instructors to assure learning objectives are achieved by students in alignment with theories and practices explained in related classroom coursework."

Employer Expectations Overview

CCMS is a community of integrity and excellence comprised of student-focused death care educators and administrators. Our campus culture embraces the expectation that each member of its community govern with conviction in the betterment and service of others. Our team values the institutional mission and the responsibilities entrusted to us, both collectively and individually, to promote expansive knowledge, professionalism, ethical guidance, positivity and support of others.

Essential Skills and Attributes

A successful candidate and team member brings the following minimum skills and attributes:

- Desire to serve in higher education that is specialized in death care
- Support the needs of a diverse community of students, colleagues, and professionals
- Exercises confidentiality at all times and acts in compliance with federal, state, institutional standards
- Governs oneself with autonomy, integrity, and reverence for others
- Holds others accountable for the same standard of integrity and reverence
- Ability to observe, analyze, assess, and develop concepts/plans for improvement
- Possesses a pleasant, approachable disposition and a genuine willingness to help others
- Displays intentional regard and kindness, ensuring a positive experience for all with each encounter
- Displays effective and professional communication skills verbally, non-verbally, and electronically
- Desires to receive instruction, experience professional growth, and act collaboratively as a team
- Possess excellent organizational skills and the ability to prioritize, multitask, and meet deadlines
- Willingness to learn new technologies, programs, and processes associated with position
- Punctuality and history of excellent attendance and is flexible with scheduling
- Ability to read, translate data, and type fluently with accuracy
- Lifting (up to 50lbs), balancing, pushing/pulling, climbing, and kneeling

Essential Job Functions

- Ensure safety standards are always upheld and protocols in place including fulfilling all required standards and testing for compliance agencies
- Adheres to CCMS chain-of-custody protocols
- Assists in maintaining lab instruments, equipment and vehicles, scheduling preventive maintenance and preparing budgets for replacements when appropriate at the direction of the Clinical Director and Lab Manager
- Maintains all applicable clinical logs
- Oversees use of fluids and phenol tanks for second injections per University of Cincinnati protocol
- Demonstrates strong administrative skills, including maintaining accurate and clear documentation and records keeping and use of office equipment and technology (Including Gather, etc.).

- Ensures standards of excellence and decorum is upheld among students, in cooperation with other clinical instructors and Lab Manager
- Ensures that human remains are handled in an appropriate and reverent manner to meet legal, public health and ethical standards, in cooperation with other clinical instructors and Lab Manager
- Teaches appropriate primary and terminal disinfection procedures in the lab in cooperation with other clinical instructors and Lab Manager
- Develops appropriate lesson plans for each assigned clinical lab in conjunction with Lab Manager and classroom instructor to assure continuity of information taught or facilitated
- Participates in, and helps prepare College events, recruitment activities, etc.
- Maintains highest levels of personal integrity and ethical behavior in all duties and situations
- Completes other duties as assigned

Qualifications

- Bachelor's Degree in Mortuary Science and equivalent job-related experience required.
- Ohio licensed funeral director and embalmer required.
- Must be a citizen of and/or authorized to work in the United States

Reports to

- Clinical Coordinator

Employment Classifications and FLSA Status

- Administrative Position
- Salaried/Exempt
- Full-time / On-Site (40 hours per week, Monday-Friday, occasional evening/weekend)
- Eligible for annual merit bonus

This is a general explanation of the nature and level of responsibilities, skill sets, functions, and qualifications necessary to be a successful fit in this position. It is not intended to be all inclusive or be interpreted as an employment contract. Requirements and essential functions are subject to change.

CCMS is an equal opportunity institution and employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. Reasonable accommodations may be made to enable individuals with disabilities to perform the skills required for the essential functions of the job.

Send inquiries to:
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Clinical Coordinator
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