



## Scope of Work

**Contract Position:** Instructor, *National Caregiver Training Program*;  
Boulder County Area Agency on Aging, Community Services Department

**Qualifications:** Registered Nurse or Licensed Practical Nurse, preferably with two years of experience in homecare. An ideal candidate would have history working as a Certified Nursing Assistant. Understanding of family caregiver issues and knowledge of community resources for older adults and their caregivers, desired.

**Contract Requirements:** The Instructor must have or secure General and Professional Liability Insurance prior to contracting. This contract position does not qualify for benefits.

### Responsibilities:

- The Instructor will teach the *National Caregiver Training Program* as described in the Instructor's Manual, using DVD programs, lectures, demonstrations, and skills practice.
- The Instructor will complete a weekly attendance roster and mail it to the Program Coordinator after each class.
- The Instructor will store and keep a current inventory of class supplies and will notify the Program Coordinator when items are needed.
- The Instructor will make no changes in course curriculum, room schedules, or time of classes, nor cancel classes without permission from the Program Coordinator.
- The Instructor will be responsible for reporting all problems or potential problems to the Program Coordinator.

### Schedule:

- The *National Caregiver Training Program* course is held once-a-week for six-weeks; each individual class is three hours.
- The course is offered three times per year in communities throughout Boulder County. Classes are held at a variety of times, including weekdays and weekends, and evenings.

- The Instructor is expected to spend approximately 10-15 hours learning course materials prior to delivering the first class.
- Ongoing preparation: approximately 1 hour/class.

**Term and compensation:** This contracted position shall provide **three** six-week courses over the span of 12 months.

The Instructor shall be compensated \$1,000 for each six-week course provided. If all three courses are completed, the total contract amount will be \$3,000.

**Reports to:** Juliette Kershner, Caregiver Initiative Coordinator, Boulder County Area Agency on Aging, Community Services Department

**For More Information:** Contact Juliette Kershner,  
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