



# *Provincial Job Description*

---

***TITLE:***  
**(063) Education Coordinator**

***PAY BAND:***  
**13**

---

***FOR FACILITY USE:***

---

***SUMMARY OF DUTIES:***

Ensures the learning and safety needs of patients/staff/community by supplying programs, workshops, in-services, resource information, reading material and Internet information.

***QUALIFICATIONS:***

- ◆ Practical Nursing certificate
  - ◆ Licensed with Saskatchewan Association of Licensed Practical Nurses

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Intermediate computer skills
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently
- ◆ Ability to teach adults
- ◆ Valid driver's license

***EXPERIENCE:***

- ◆ **Previous:** Twenty-four (24) months previous experience to gain an understanding of adult education issues.

***KEY ACTIVITIES:***

**A. Coordinate/Facilitate Education Programs**

- ◆ Coordinates, facilitates, evaluates and delivers orientation/education programs.
- ◆ Plans workshops/in-services (e.g., WHMIS, TLR and CPR).
- ◆ Assists with the review of education programs (e.g., quality improvement).
- ◆ Provides health promotion/outreach (e.g., sets up displays and pamphlets).
- ◆ Liaises with work committees and community groups to determine education needs (e.g., emergency preparedness).

**B. Administration/Communication**

- ◆ Maintains and provides current resource information, (e.g., handouts, educational information, library).
- ◆ Coordinates program registrations.
- ◆ Maintains staff training records.
- ◆ Communicates, promotes and advertises events and educational programs.

**C. Related Key Work Activities**

- ◆ Assists in the consultation and planning of educational opportunities for staff.
- ◆ Conducts needs analysis when preparing for in-services/workshops.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

***SGEU:***

***SAHO:***

***Revision Date: June 7, 2011***