



Provincial Job Description

TITLE:
(063) Education Coordinator

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Ensures the learning 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:

- ◆ Basic computer skills
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to work independently
- ◆ Ability to teach adults
- ◆ Valid drivers 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 for Red Cross).
- ◆ 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.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

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