



# Provincial Job Description

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

**PAY BAND:**  
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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

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

**QUALIFICATIONS:**

- ◆ Allied Health diploma

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Intermediate computer skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ 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, CPR, PART, FIT).
- ◆ Provides health promotion/outreach.
- ◆ 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.
- ◆ Submits invoices for training to departments.

**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.
- ◆ Performs general office duties (e.g., files, photocopies, faxes, scans, emails, laminates, collates, shreds).
- ◆ Liaises with management and regulatory bodies.
- ◆ Ensures adequate supplies and proper care and maintenance of equipment.

*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:**

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**SGEU:**

**SAHO:**

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**Revision Date: March 16, 2023**