



Provincial Job Description

TITLE:
(063) Education Coordinator

PAY BAND:
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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:

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