



Provincial Job Description

TITLE:
(332) Educator

PAY BAND:
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FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides assessment and research to meet the learning needs of staff/departments. Plans and facilitates education activities/programs within the region.

QUALIFICATIONS:

- ◆ Bachelor degree in Adult Education

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate 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 in a health care environment with experience in needs assessment, problem solving and conflict resolution.

KEY ACTIVITIES:

A. Education Programs/Special Events

- ◆ Plans, designs, develops, delivers, and evaluates mandatory (e.g., orientation and WHMIS) and continuing education (e.g., Customer service for home care employees) programs.
- ◆ Conducts research for program development.
- ◆ Develops goals and objectives with desired learner outcomes in conjunction with regional strategic direction, vision and values.
- ◆ Coordinates WHMIS, Emergency Preparedness, teleconferences, educational programs and inservices.
- ◆ Plans conferences and special events.
- ◆ Researches speakers, programs and other educational opportunities for staff.

B. Administration

- ◆ Develops/maintains/provides resource information to employees (e.g., handouts, educational information).
- ◆ Coordinates program registrations.
- ◆ Compiles and maintains records, statistics and reports (e.g., staff training records).
- ◆ Communicates, promotes and advertises events, conferences and educational programs.
- ◆ Applies an evaluation process leading to quality improvement.

C. Consultation

- ◆ Conducts developmental needs assessments.
- ◆ Liaises with various working groups or committees to determine training needs (e.g., Wellness committee).
- ◆ Ongoing consultation in planning educational opportunities for staff.
- ◆ Conducts needs analysis, facilitates discussion/problem solving (e.g., Conflict Resolution) and provides educational intervention.

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:

Date: Mar 21/12