



POSITION DESCRIPTION

POSITION TITLE:	REGIONAL EDUCATION COORDINATOR
DEPARTMENT:	HUMAN RESOURCES - REGIONAL EDUCATION
CLASSIFICATION:	EDUCATION COORDINATOR I
UNION:	MGEU - TECHNICAL PROFESSIONAL

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	MANAGER, HUMAN RESOURCES
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Reporting to the Manager, Human Resources, the Regional Education Coordinator leads the assessment, planning, development/coordination, delivery and evaluation of regional education programs. This position involves delivery and coordination of regional education programs (Violence Prevention, Workplace Safety, Leadership Development, etc.) and other specific programs as they are implemented in the region. The Regional Education Coordinator collaborates with all members of the human resources multi-disciplinary team. The Regional Education Coordinator functions in a manner consistent with and supports the mission, vision, values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

- Participates in the ongoing assessment, planning, development, coordination, implementation, and delivery of regional education programs.
- Participates in the evaluation of regional and program staff development education. Revises educational content as required, based on respondent feedback as agreed upon by the Manager, Human Resources.
- Development, implementation and evaluation of educational projects and resources pertaining to specific program areas.
- Implements and evaluates group education sessions/programs according to the learners'

- needs, utilizing adult education principals.
- Integral in policy and procedure development, assessment and review related to regional education.
 - Creates and distributes educational materials related to; workshops, seminars, webinars etc., including the development and revision of online content.
 - Acts as the program liaison with other programs and services as required.
 - Collaborates with internal and external partners, in order to maintain provincial standards, and align with best practices.
 - Performs special projects as directed by the Manager, Human Resources.
 - Participates in maintaining accurate documentation of education attendance for all staff to ensure completion of education is tracked.
 - Provides professional consultation to the Region on matters regarding education as required.
 - Develops and implements rubrics and matrixes for the evaluation of educational outcomes.
 - Develops and implements methodologies and techniques to measure competency.
 - Willing to engage in on-going training to advance knowledge base and to maintain relevance of educational offerings.
 - Assists in processing registrations and applications for funding of education sessions.
 - Assist in the data collection and analysis of education information, for reporting to management and senior leadership.
 - Collaborates in the development, delivery and evaluation of regional orientation for all new employees.
 - Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Certificate in adult education required.

REQUIRED KNOWLEDGE:

- Demonstrated knowledge of principles of adult education and teaching and learning strategies required.

EXPERIENCE REQUIRED:

- Minimum of four (4) years knowledge and experience in an adult educational capacity required with demonstrated competency in needs assessment, developing, implementing and evaluating education programs and managing projects.
- Demonstrated leadership ability in conducting Learning Needs Assessment, planning, delivery, implementation and evaluation of education in program.

SKILLS/COMPETENCIES:

- Demonstrated leadership and facilitation skills.
 - Demonstrated effective communication skills, both verbal and written, with individuals and groups.
 - Displays strong interpersonal / social skills required to effectively interact with, and communicate with a wide target audience.
 - Demonstrated ability to adapt and apply knowledge/skills in a variety of environments in line with the anticipated target audience.
 - Demonstrated ability to work and make decisions both independently and interdependently.
 - Proven ability to deliver education in a way where recipient competency is achieved.
 - Demonstrated ability to function effectively as a member of a team.
 - Ability to adapt and support ongoing change initiatives.
 - Ability to foster and maintain positive working relationships both individually and in a team setting.
 - Demonstrated computer skills and proficiency in Microsoft Word, Power Point, Excel and email applications.
 - Must possess a valid Manitoba Driver's license and have access to personal vehicle.
 - Given the cultural diversity of the region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
 - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and conditions. The incumbent participates in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.

- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facilities Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.

Created: _____
Date

Revised: _____
March 2020
Date

Approved by: _____
Regional Manager/ Supervisor _____
Date

Approved by: _____
Vice President/ CEO _____
Date

Reviewed by: _____
Vice President, Human Resources _____
Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.