



## POSITION DESCRIPTION

**POSITION TITLE:** PRIMARY HEALTH CARE EDUCATOR

**DEPARTMENT:** PRIMARY HEALTH CARE

**CLASSIFICATION:**

**UNION:** MGEU – TECHNICAL PROFESSIONAL

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** DIRECTOR, PRIMARY HEALTH CARE, PLANNING AND DEVELOPMENT

**POSITIONS SUPERVISED:** N/A

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### POSITION SUMMARY

The Primary Health Care Educator plays a key coordinating and developmental role within the region's Primary Health Care program. The incumbent will be responsible for the assessment, development, coordination and implementation of education/ training of primary health care provisions and related clinical topics for the entire Primary Health Care program, including Public Health, Mental Health/Crisis Services, and Community Wellness, Chronic Disease Prevention, and First Nation and Metis Health. The Primary Health Care Educator will also act as a mentor to teams within Primary Health Care, sites and colleagues who are in need of development/ support in fully optimizing the principles of primary health care. The Primary Health Care Educator will also work in conjunction with the Primary Health Care Leadership Team that will assess ongoing program needs, identify areas of concern and make recommendations. Primary Health Care principles and program's priorities will be supported through this process. The position of Primary Health Care Educator functions in a manner consistent with, and support the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

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### ESSENTIAL FUNCTIONS AND DUTIES

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

- Consults in formulating and operationalizing the Primary Health Care programs purpose and objectives in accordance with the Interlake- Eastern Regional Health Authority’s vision, mission, policies and procedures.
- Works with program Directors and Managers within Primary Health Care to develop annual education plans specific to program, and supports the implementation of these plans.
- Contributes to the development, delivery and evaluation of the Primary Health Care site/program orientation plan for staff.
- Responsible for the ongoing assessment, planning, implementation/coordination and evaluation of regional and site/program staff development programs.
- Responsible for the development, implementation and evaluation of the primary health care and clinical education and/or training programs.
- Responsible for the ongoing development and maintenance of the education resources for staff.
- Responsible for the development and maintenance of a database of educational activities.
- Acts as a resource to Primary Health Care employees in area of identified education/development needs.
- Acts as the program liaison with other programs and services as required through committee work.
- Collaborates with the team members in the creation of professional development goals and supporting the realization of these goals.
- Participates in professional development training and educational opportunities as it pertains to Primary Health Care.
- Performs special projects as directed by the Primary Health Care Leadership Team.

**OTHER**

- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

**PERFORMANCE MEASUREMENTS:**

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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Baccalaureate Degree in relevant health care profession.
- Professional license/ certification in designated membership required as appropriate and a member in good standing.

**REQUIRED KNOWLEDGE:**

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

- Must have demonstrated ability to utilize the Primary Health Care process and principles in practice.

**EXPERIENCE REQUIRED:**

- Minimum of five (5) years of primary health care experience, including 2 years in an educational capacity.
- Demonstrated experience in mentoring peers both individually and within teams.

**SKILLS/COMPETENCIES:**

- Demonstrated ability to function effectively as a member of a team.
- Demonstrated effective communication skills, both verbal and written, with individuals and groups.
- Demonstrated ability to adapt and apply knowledge/skills in a variety of environments.
- Evidence of ongoing professional development.
- Demonstrated ability to work and make decisions both independently and interdependently.
- Demonstrated proficiency in computerized office systems (Micro Soft Word, Excel, PowerPoint, Outlook)
- Strong understanding of Cultural Diversity with a specific focus on First Nations, Metis and Inuit history.
- Demonstrated proficiency in clinical skills and team development in Primary Health Care, including Public Health, Mental Health/Crisis Services, Community Wellness and Chronic Disease Prevention, and First Nation and Metis Health.
- 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.
- Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
- No hazardous or significantly unpleasant conditions.

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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 participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.

