



POSITION DESCRIPTION

POSITION TITLE: REGIONAL EDUCATION COORDINATOR HOME CARE SERVICES

DEPARTMENT: HOME CARE, ALLIED HEALTH & SENIOR SERVICES

CLASSIFICATION: EDUCATION COORDINATOR I, HOME CARE RESOURCE DEVELOPER

UNION: MGEU – TECHNICAL PROFESSIONAL

STD GRP. #

REPORTING RELATIONSHIPS

POSITION REPORTS TO: DIRECTOR HEALTH SERVICES, HOME CARE, SENIORS & ALLIED HEALTH

POSITIONS SUPERVISED: NOT APPLICABLE

POSITION SUMMARY

The Regional Education Coordinator Home Care Services, in consultation with the Director Health Services, Home Care, Seniors & Allied Health, Home Care Clinical Team Managers, Home Care Case and Resource Coordinators and external organizations, is responsible for the planning, development, coordination and delivery of in-service education to Direct Service Workers and the development and delivery of Home Care specific orientation components for all new Home Care employees. The Regional Education Coordinator Home Care Services will research, develop and distribute a monthly newsletter for Home Care clients and staff. The position of the Regional Education Coordinator Home Care Services functions in a manner consistent with, and supports are the mission, vision and values of Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

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

- Assesses the educational and training needs of Direct Service Workers
- Plans, implements, delivers and evaluates in-service education and training.
- Participates in the development and implementation of methods to assist in the identification of Direct Service Workers performance deficiencies, and the development and implementation of training to address identified deficiencies.

- Establishes and maintains an effective ongoing communication process with all members of the Home Care Team.
- Participates in policy development in relation to program training and educational needs.
- Participates in Continuous Improvement / Risk Management Programs as they relate to Staff Development.
- Develops and implements a comprehensive Home Care orientation program for all new employees.
- Participates in the delivery of the Home Care orientation program.
- Maintains records and reports on, training development and delivery, training attendance and attendees evaluations of the training.
- Participates in the Regional Infection Control Program.
- Maintains and updates professional skills and knowledge base through continuing education programs, literature reviews, publications and presentations.
- Participates on committees etc. as assigned.
- Contributes to planning process by making recommendations as they relate to educational needs, including training and resource material.
- 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.
-

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Bachelor's degree in a relevant health care profession (social work, psychology, physiotherapy or occupational therapy) education, registered nurse or licensed practical nurse.
- Licensed and a member in good standing with applicable professional designation.

REQUIRED KNOWLEDGE:

- Knowledge of social issues and health concerns faced by the elderly.
- Ability to utilize various delivery methods to maximize learning and engagement of participants.
- Knowledge of various e-learning software an asset.

EXPERIENCE REQUIRED:

- Experience in educational program curriculum development and evaluation.
- Knowledge and experience developing e-learning curriculum an asset.
- Formal preparation in teaching adults; certificate in adult education would be an asset.
- Experience working in home care services or with elderly clients is preferred.

SKILLS/COMPETENCIES:

- Demonstrated effective communication skills.

- Ability to foster and maintain positive working relationships both individually and in a team setting.
- Ability to work independently.
- Demonstrated proficiency in Microsoft Office software including Publisher and Power Point.
- Valid Manitoba drivers license.
- Mental and physical ability to meet the demands of the position.
- Given the cultural diversity of our 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.

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.

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 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: November 2021
Date

Approved by: _____
Regional Manager/Supervisor Date

Approved by: _____
Regional Lead/ CEO Date

Reviewed by: _____
Lead, 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.