



CAREER OPPORTUNITY

EXTERNAL

Classification:	Field, Level 8	Title:	Senior Coordinator, Health Care Programs
Location:	Battlefords Campus	Competition #:	61-BC-2425
Date Posted:	June 27, 2024	Closing Date:	Open Until Filled
Start Date:	ASAP Full-Time, Permanent	Annual Salary:	As per the Collective Agreement \$70,726.50, based on a 37.5-hour work week

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position.

Main Responsibilities:

Reporting to the Vice-President, Academic, the *Senior, Program Coordinator, Health Programs* is an active member of the College's leadership team and is responsible for planning, scheduling, budgeting, organizing, developing, delivering and promoting Health Care programs within North West College's region. The position has the lead role and responsibility for monitoring, guiding, evaluating, meeting enrollment targets and managing the assigned program area in order to successfully meet the goals and objectives of the College and the needs of the clients served. This position is responsible for:

- Identifies education program goals and objectives consistent with the College strategic plan and indigenization Charter.
- Conducts needs assessment and consults with stakeholders that include community organizations, First Nations communities, program partners and sponsors as well as business and industry to determine educational programming needs.
- Liaises with brokering agencies to negotiate contracts; ascertain program information; obtain Instructor qualifications and approval; and to ensure all quality assurance or other requirements are met.
- Evaluates educational programming to determine if it aligns with current trends, addresses existing gaps, and will meet the needs of clients.
- Determines staffing requirements and ensures Instructional resources are engaged to deliver courses have the requisite accreditation.
- Supervises instructional administrative staff and the Health Care Operations Associate, thereby directing workflow, assigning scheduled days, monitoring quality of work, providing orientation, coaching, conducting performance assessment.
- Develops and prepares education program plans, including program design, curriculum framework, evaluation criteria and success measures, delivery methodology and budget.
- Develops and prepares education program delivery plans that include participant capacity, course materials, and selecting class location, and scheduling programs.
- Monitors quality of program delivery to ensure delivery meets program design, established curriculum, adult education principles and that it operates within College policies and procedures.
- Conducts student application evaluation, determines student acceptance and is responsible for approval of program plan and student academic placement.
- Coordinate, develop, monitor and troubleshoots program and clinical practice education placements, ensuring hours are met and that clinical practice education overlaps across health care related program are considered.
- Utilize HSPnet as per provincial guidelines for clinical practice education experience placements (i.e. enters requests, enters detailed schedules, assigns students and instructors to individual placements, communicates with the Saskatchewan Health Authority [SHA] as needed to manage requests and placements for the health field related programs throughout the region).
- Communicates placement logistics to students and agency contacts.
- Liaise with the brokering agents, including the Saskatchewan Health Authority, regarding clinical practice education placements across the region, and simulation learning needs and requirements.
- Assists Instructors in addressing student learning and personal challenges and issues, with attendance and classroom participation and engagement.
- Performs student management activities including the initiation and management of student performance contracts and determining the need for student suspension or discontinuation.

- Collaborates with other College staff and partners to facilitate program objectives, improve the quality of programs and enhance the College's effectiveness and image.
 - Travel is required, with some overnight stays.
 - Performs other responsibilities as may be assigned to contribute to the success of students and a quality learning experience.
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Qualifications, Skills, Abilities and Experience:

- A relevant Bachelor's degree; preference will be given to a degree in a health-related discipline.
 - Minimum two years' experience in project management that includes program development, needs identification, budgeting, negotiation with partners, research, supervision and dealing with sensitive situations.
 - Experience in a health care setting would be considered an asset.
 - Awareness of, and the ability to apply, adult education principles, methodologies and practices would be considered an asset.
 - Knowledge and experience working with HSPnet would be considered an asset.
 - Supervisory skills in managing and evaluating people, handling problems, and conflict resolution.
 - Knowledge of the principles contained in organizational policies and procedures and collective bargaining agreement terms and conditions and ability to communicate to staff to assist them in working effectively.
 - Demonstrated client focus and interpersonal skills to set and execute a relationship strategy that defines issues, opportunities and investments in order to negotiate and develop sophisticated, innovative contracts for training and educational services.
 - Superior written communication skills and effective public relations and public speaking.
 - Demonstrated competence and recent experience in the use of technology such as Zoom, Microsoft Office Suite, Outlook, Internet and Social Media platforms, with the ability to learn and adapt to changing technology.
 - Demonstrated skills in collaborative problem solving, analysis, and accountable leadership.
 - Demonstrated team building skills, the ability to work in a collaborative team setting, and maintain a respectful workplace.
 - Ability to organize and align human and financial resources, program delivery processes and technology to meet quality program and College plans.
 - Ability to research, analyze and assess information to develop and prepare reports, proposals, recommendations and items for decision.
 - Critical thinking skills.
 - Must possess a valid Saskatchewan Driver's License and be willing to travel as required; some overnight stays will be required.
 - A satisfactory criminal records check is a condition of employment with North West College.
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If you are interested in this position with the College, please complete an application for Employment. The application is located on the website at www.northwestcollege.ca. Please provide a letter to Human Resources outlining how you meet the qualifications, knowledge, education and skills as identified in the posting.

Submit Applications to:

Human Resources
North West College
10702 Diefenbaker Drive
North Battleford SK S9A 4A8
Fax:306.445.2254

Please Quote Competition #61-BC-2425

NWC thanks all those who applied however only those selected for an interview will be contacted.

Email: nwrccareers@northwestcollege.ca