

File #: MHS 11-127

Employee Group: OPSEU 431

Work Location: Mental Health Services

Vacant Position: Student Placement Coordinator

Status: Full Time

Wage Rate: \$25.76 - \$26.68

Posting Period: January 31st, 2012 – February 10th, 2012

Please direct inquiries to:

Barbara McCulloch, Recruitment & Staffing Consultant, (613) 548-7222 x 2037

Apply in writing quoting file MHS 11-127 in subject line to: work@providencecare.ca or send fax to: (613) 544-6036

All applicants are required to include an up-to-date resume outlining how their qualifications match position requirements.

All new hires to Providence Care must complete the Criminal Information Request/Vulnerable Sector Screen through your local Police Station. The cost is the responsibility of the applicant and this Criminal Information Request/Vulnerable Sector Screen must be successfully completed prior to the commencement of employment with Providence Care. Please note that this process may take a few days up to a few months to complete.

For a complete list of duties and qualifications, please obtain a job description from Recruitment & Staffing.

Job Summary:

Reporting to the Director of Learning and Leadership Services, the Student Placement Coordinator is responsible for the coordination of all clinical student placements for assigned Providence Care sites, ensuring that clinical experiences meet the educational requirements for students. The Student Placement Coordinator supports and facilitates a standardized and centralized approach to student placement in accordance with the Mission, Vision, and Values of Providence Care.

Qualifications:

- Successful completion of an Office Administration program.
- Experience in a healthcare environment.
- Demonstrated advanced ability to plan, organize, set and accomplish objectives and goals.
- Demonstrated ability to prioritize work effectively and meet deadlines in a busy environment with frequent interruptions.
- Knowledge of health care professions and their role in client and family care.
- Knowledge of the clinical programs at Providence Care sites.
- Knowledge of Workers Safety and Insurance Board legislation as it relates to the student placements.
- Demonstrated ability to analyze and problem solve issues (critical analysis) that may arise in carrying out the duties of this position efficiently and resourcefully.
- Demonstrated ability to work diplomatically and persuasively to establish and maintain effective working relationships with various stakeholders.
- Demonstrated ability to communicate effectively with coworkers, other health care professionals, one-on-one, in-groups and in writing.
- Demonstrated ability to deliver effective presentations using the principles of adult education.
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation.
- Demonstrated client-centred focus and commitment to the Mission, Vision, Values and goals of the department and of Providence care.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts.
- Demonstrated effectiveness as a team member through collaboration, respect and effective communication.
- Demonstrated effectiveness working with minimal supervision with proven reliability and trustworthiness.
- Proven willingness to learn and acquire new information and skills.
- Demonstrated proficiency in Microsoft Office suite of products and database skills to operate a computerized patient care information system.
- Demonstrated good physical condition to meet the physical demands of the position.

Working Conditions:

- Extended periods of time viewing computer monitor and performing keyboarding
- Frequent Interruptions in the work environment
- Extended periods of time spent sitting at a desk/workstation and/or in meetings