Providence Care

File #: Non-Un #11-076

Employee Group: Non-Union

Work Location: Corporate

Vacant Position: Clinical Education Coordinator

Status: Full-Time

Posting Period: Feb. 27th, 2012 – March 5th, 2012

Please direct inquiries to:
Barbara McCulloch, Recruitment & Staffing Consultant, (613) 548-7222 x 2037

Apply in writing quoting file Non-Un #11-076 in subject line to:
work@providencecare.ca
or send fax to: (613) 544-6036

Applications submitted by email to work@providencecare.ca will receive an automatic notice of receipt.

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:
Working under the direction of the Director, Learning and Leadership Services, and in collaboration with Professional Practice, the Program Administrative Directors, the Program Managers, and educational partners, the Clinical Education Coordinator will assist clinical staff in preparing for practice through provision of education and professional development activities. The Clinical Education Coordinator will support clinical and health and safety education needs to internal client groups and external community partners through the coordination and delivery of related education activities and will assist in the design of these education programs. Overseeing and engaging the Clinical Education team, the Coordinator will guide and coordinate educational activities in support of acquiring and maintaining core competencies, knowledge and skills reflective of the most current evidence based practices in inter-professional services. In addition, the Clinical Education Coordinator will ensure that all educational activities reflect the client centered model of care and are congruent with the Mission, Vision, Values and goals of Providence Care.

Qualifications:
- Degree in a regulated health care profession and current unrestricted registration with the applicable College
- At minimum, 5 years experience providing direct clinical service to clients
- Bachelors of Education or certificate of Adult Education or Masters preparation in related field, preferred
- Current Cardiopulmonary Resuscitation (CPR) and First Aid Instructor Certification, or willingness to obtain
- Crisis Prevention Institute (CPI) Instructor Certification, preferred
- Current valid Ontario driver's license
- Knowledge of student placement requirements
- Knowledge of tele-psychiatry activities and responsibilities
- Demonstrated Knowledge of Professional Practice principles and practices as applied to the various client populations
- Knowledge of applicable legislation (Ontario Mental Health Act, Public Hospitals Act, etc) relevant to hospital based and community based care provided by Providence Care, mental health reform best practices, empowerment, recovery, and client and family-centred models of care
- Demonstrated exceptional oral and written communication skills within and across clinical practices
- Demonstrated knowledge of adult learning principles to effectively develop and deliver best in practice knowledge/workshops
- Demonstrated ability to initiate and lead innovative practices
- Demonstrated excellent presentation and facilitation skills to engage participants in learning
- Demonstrated ability to prioritize work effectively, manage a full work-load and meet deadlines in a busy environment with frequent interruptions
- Demonstrated trouble shooting skills and ability to problem solve issues that may arise in carrying out the duties of this position as well as the ability to conduct research
- Demonstrated ability to establish courses of action for self and others to achieve optimal outcomes/results
- Demonstrated commitment to continued learning and effectiveness in promoting the value of learning and acquiring new information and skills to staff
- Demonstrated effectiveness with managing and mentoring staff to achieve desired performance outcomes
- 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
- Advanced computer skills, including the Microsoft Office Suite of products and ability to acquire requisite skills and to use modern technology to support Adult Education