



Provincial Job Description

TITLE:
(332) Educator

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides assessment and research to meet the learning needs of staff/departments. Plans and facilitates education activities and programs.

QUALIFICATIONS:

- ◆ **Baccalaureate degree in Education**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Interpersonal skills**
- ◆ **Organizational skills**
- ◆ **Communication skills**
- ◆ **Ability to work independently**
- ◆ **Ability to teach adults**
- ◆ **Valid drivers license**

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience in a health care environment with experience in needs assessment and problem solving.**

KEY ACTIVITIES:

A. Education Programs/Special Events

- ◆ Plans, designs, develops, delivers, and evaluates mandatory and continuing education programs.
- ◆ Conducts research for program development.
- ◆ Develops goals and objectives based on desired educational outcomes.
- ◆ Plans conferences and special events.
- ◆ Researches speakers, programs and other educational opportunities for staff.

B. Administration

- ◆ Develops/maintains/provides resource information.
- ◆ Coordinates program registration.
- ◆ Compiles and maintains records, statistics and reports (e.g., staff training records).
- ◆ Communicates, promotes and advertises events, conferences and educational programs.
- ◆ Applies an evaluation process leading to quality improvement.

C. Consultation

- ◆ Conducts developmental needs assessments.
- ◆ Liaises with various working groups or committees to determine training needs.
- ◆ Performs ongoing consultation in planning educational opportunities for staff.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: December 16, 2020