



**North Eastman Health Association Inc.  
Job Description**

**Regional  
Home Care Program  
Staff Development Coordinator 1**

**POSITION SUMMARY:**

The Regional Home Care Program Staff Development Coordinator, in consultation with the Home Care Manager, 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 Home Care Program Staff Development Coordinator will research, develop and distribute a monthly newsletter for Home Care clients and staff. The responsibilities of the Regional Home Care Program Staff Development Coordinator are consistent with the mission, vision, values and policies of North Eastman Health Association Inc.

**REPORTS TO:** Home Care Manager

**Union:** MGU Prof/Tech  
**Classification:** (Education Coordinator I, Home Care Resource Developer)

**LOCATION:** Beausejour

**QUALIFICATIONS:**

**Education and Experience**

- Bachelor's Degree in a relevant health care profession (Social Work, Psychology, Physiotherapy or Occupational Therapy) Education, Registered Nurse or Licensed Practical Nurse.
- Experience in educational program curriculum development and evaluation.
- Formal preparation in teaching adults; certificate in Adult Education would be an asset.
- Experience working in the Home Care Program or with elderly clients is preferred.

**Knowledge, Skills and Abilities**

- Demonstrated effective communication skills.
- Ability to foster and maintain positive working relationships both individually and in a team setting.
- Ability to work independently.

- Ability to facilitate workshops, maximizing learning and engagement of participants.
- Knowledge of social issues and health concerns faced by the elderly.
- Demonstrated proficiency in Microsoft Office software including Publisher and Power Point.
- Must possess a valid Manitoba driver's license and have access to personal vehicle.

**POSITION DUTIES AND RESPONSIBILITIES:**

- 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 committee's etc as assigned.
- Contributes to planning process by making recommendations as they relate to educational needs, including training and resource material.
- 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 facility's Fire, Disaster and Evacuation Plan.
- Performs other duties as required.

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Regional Home Care Manager Date

Approved by: \_\_\_\_\_  
VP Programs & Services Date

Approved by: \_\_\_\_\_  
Director, Human Resources Date

**NOTE: Original Signed and Dated December 1, 2006**