



## OSHKI-PIMACHE-O-WIN: THE WENJACK EDUCATION INSTITUTE

### POSITION DESCRIPTION

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<b>Position Title:</b>	<b>Health Disciplines Program Coordinator</b>
<b>Hours of Work:</b>	<b>Monday to Friday</b>
<b>Location:</b>	<b>Centennial Square</b>
<b>Reports To:</b>	<b>Director of Academics</b>
<b>Appointment:</b>	<b>Permanent Full Time</b>
<b>Salary:</b>	<b>\$65,000 to \$70,000 annually</b>

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#### WHO WE ARE:

OSHKI-WENJACK's mission is to achieve excellence as a leader in the innovative design and delivery of quality post-secondary and training programs which meet the holistic educational needs of Nishnawbe Aski Nation and other learners in a safe, inclusive, supportive, and culturally enriched learning environment.

#### VISION STATEMENT:

OSHKI-WENJACK is the Institute of choice for Indigenous learners and provides holistic, expert-designed, and accredited post-secondary and training programs. OSHKI-WENJACK builds self-awareness in learners and empowers them to contribute to the community, economic and cultural growth of Nishnawbe Aski Nation and other communities.

#### POSITION SUMMARY

The Health Disciplines Program Coordinator will contribute to the overall success of Oshki-Pimache-O-Win: The Wenjack Education Institute by coordinating the accredited post-secondary Practical Nursing Program, in partnership with our accredited partner. Under the direction of the Director of Academics, the Health Disciplines Program Coordinator is responsible for the delivery of the Practical Nursing Diploma program with applicable partners.

#### KEY DUTIES & RESPONSIBILITIES

##### Program Delivery

- In concert with the accredited partner college, develop course schedules and ensure effective coordination and implementation of all program timetables, and revise as necessary.
- Arrange training for faculty members in collaboration with the IT Administrator & Support Officers for the use of e-learning platforms at Oshki-Wenjack or with other partners.
- In concert with the accredited partner college, coordinate and participate in regular Program Advisory Committee meetings to provide updates and consult with members to ensure

program objectives and delivery methods are responding to the learning requirements of students.

- Convene Faculty meetings to provide updates and ensure program objectives and delivery methods are responding to the learning requirements of students.
- Identify and arrange for professional development opportunities for self and faculty.
- Provide back-up assistance for the coordination, implementation, recruitment, and admissions for all program offerings at Oshki-Wenjack when required.
- Develop and deliver course or workshops that enhance programme effectiveness and student learning.
- Coordinate clinical placements, facilitate problem solving and liaise between placement and students regarding supervisory needs.
- Follow all required policies, procedures, and other regulatory requirements related to the administration of this academic program as directed by the accredited college partner and other accrediting bodies as applicable.

### **Student Recruitment**

- Travel to Nishnawbe Aski Nation communities for purposes of program promotion, student recruitment, and consultation with local education directors or authorities, as needed.
- Promote Oshki-Wenjack's education and training programs in Nishnawbe Aski Nation communities and to other learners to achieve the student enrolment targets for each program offering and assist in preparation of admission documents.

### **Program Development**

- In concert with the accredited partner college, where applicable, participate in curriculum development including: (a) the review and revision of course outlines; (b) updating casebooks and textbooks; (c) creating independent study packages (d) conduct workshops and (e) provide instruction when required.
- Identify new program opportunities as they arise that could address capacity and learning requirements in Nishnawbe Aski Nation and other learners.

### **Relationship Building**

- Develop and foster strong positive relationships with college and university partners, program stakeholders and other partners through liaison, visits, participation on working committees and related events for successful program development and delivery.
- Develop and maintain relationships with staff in the communities and organizations in Nishnawbe Aski Nation through liaison, visits, participation on working committees and related events for successful program development and delivery.

### **Program Administration**

- In accordance with the accredited partner college, participate in the recruitment of faculty and clinical placement coordinators when required.
- Maintain up to date student and program files.
- Prepare timely, complete reports and other documentation for accountability to Governing Council, program funders and partnering institutions.
- Perform other duties as may be assigned from time to time that support the successful operation of the Institute.

### **Other Duties & Responsibilities**

- Instruct classes on an as needed basis.
- Take personal responsibility to increase sensitivity, awareness, and implementation of Oshki-Wenjack's cultural teachings and organizational practices in both professional conduct and work-related deliverables.
- Access and utilize Elders and Knowledge holders for teachings and guidance as it relates to work deliverables.
- Work from a trauma-informed perspective, utilizing the teachings of the medicine wheel and Seven Grandfather teachings.
- Be prepared to work in conjunction with the philosophy and mandate of the Institute.
- Adhere to the Policies and Procedures as set by the Institute.
- Representation on committees as required for the enhancement and benefits of Oshki-Wenjack's overall operations and programs.
- Always maintain professionalism.
- Adhere to the Code of Ethics and positive relationship building.
- Regular attendance and conduct at work according to the requirements of Oshki-Wenjack's Policies and Procedures.
- Any other duties as requested by the Director of Academics, commensurate with role.

## **COMPETENCIES REQUIRED**

- Personal responsibility has been taken to increase sensitivity and awareness of the NAN communities and Indigenous culture.
- Program recruitment and registration meets established goals.
- Program success rate meets or exceeds established goals.
- Faculty and student satisfaction rate.
- Qualitative and quantitative evaluations confirm the program delivery approach is successful.
- Uses staff development resources to build knowledge relevant to position.
- Ability to exercise initiative and good judgment in handling sensitive information.
- Excellent oral and written communication skills
- Excellent sense of responsibility and ability to work with minimal supervision.
- Ability to manage multiple tasks, organize priorities, and meet deadlines.
- Excellent interpersonal skills for the development of strong working relationships
- Ability to analyze information, plan strategically, and demonstrate initiative.
- Detailed attention for a high level of accuracy
- This position descriptions operates in conjunction with and forms part of the annual review/evaluation and career development process. An initial review will take place during the probationary period following commencement of employment with Director of Academics and then annually with Director of Academics.

## **QUALIFICATIONS**

### **Required**

- **Bachelor of Science in Nursing (BScN) along with 7 years of Nursing experience.**
- **Registration as Registered Nurse in good standing with the College of Nurses of Ontario**

### **Preferred**

- 3-5 years of experience working in an Indigenous organization with a focus on northern communities.
- Ability to speak an Indigenous Language is considered an asset.
- Current Standard First Aid/CPR/AED Certification is considered an asset.

## **ACCOUNTABILITY**

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The Health Disciplines Program Coordinator will be directly accountable to the Director of Academics for the proper completion of the functions outlined in the job description. The Health Disciplines Program Coordinator will be accountable to the President for overall work performance according to the Personnel Policies and Procedures.

### **ADDITIONAL INFORMATION**

The Health Disciplines Program Coordinator is based at the Centennial Square campus; however, all employees may be required to work across other sites or at home from time to time.

### **Health & Safety**

All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all potential hazards; and all incidents and injuries; as well as co-operating with any measures introduced in the workplace to improve health and safety.

In addition to competitive wages and a rewarding career where you can truly make a difference, we offer a comprehensive benefit package that meets the various needs of our diverse employees, Including,

- Cultural activities.
- Employee development group activities.
- Personal training opportunities.
- Health and dental.
- Company pension.
- Paid vacation.
- Personal days.
- Stat and Civic Holidays.
- Access to cultural supports.
- Paid time off at Christmas in addition to paid vacation time.

### **Schedule:**

- 8-hour shift
- Day shift
- Monday to Friday
- In-person
- Flex Schedule

### **Employment is subject to:**

- Proof of Education requirements
- **Proof of Registration as a Registered Nurse in good standing with the College of Nurses of Ontario**
- Must sign an Oath of Confidentiality
- Must be willing to work a flexible 40-hour work week.
- Oshki-Wenjack is committed on implementing measures to protect its community members, staff, and other stakeholders from COVID-19. As a result, Oshki-Wenjack has implemented a mandatory vaccination policy. Exemptions will be made for those with a valid medical exemption; proof of the exemption will be required.

The above statements are the general functions of the position and should not be.

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interpreted as a detailed description of all the work requirements that may pertain to the job. This position description will be reviewed on an annual basis and may be subject to change.

Closing Date: Until Filled

Individuals who feel they are qualified are invited to submit a cover letter (quoting the above position title) along with a current resume, and three (3) work related references to:

[HR@OSHKI.CA](mailto:HR@OSHKI.CA)

Please write the title of the position you are applying for in the subject line of the email.

We thank all those who apply, however only those selected for an interview will be contacted.