



# Employment Opportunity

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**Position:** Nurse Coordinator/Instructor

**Location:** Manidoo Baawaatig Campus

**Start Date:** As soon as possible

**Deadline:** Ongoing until filled

**Duration:** Full-Time, Permanent

**Wage:** \$50.02/hour based on 35-hour work week, Vacation leave, competitive benefits package and registered pension plan (RPP) included.

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**How to apply:** Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following: **Email is preferred.**



**Email:**

Attn: Human Resources Department  
[human.resources@7generations.org](mailto:human.resources@7generations.org)



**Mail:**

Attn: Personnel Committee  
Seven Generations Education Institute  
1452 Idylwild Drive, PO Box 297  
Fort Frances, ON, P9A 3M6



**Fax:**

Attn: Personnel Committee  
(807) 274-8761

Please direct any questions regarding this opportunity to Angela Mainville, Director of Post-Secondary at [angelam@7generations.org](mailto:angelam@7generations.org)

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

**Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.**



# Nurse Coordinator/Instructor

## Job Description

### General description

The Nurse Coordinator/Instructor will be responsible for planning and co-ordinating student program's that enhances the student's ability to apply and obtain employment as a Nurse. The Nurse Instructor/Co-ordinator will be registered as a professional registered nurse. The Nurse Instructor/Coordinator is required to explain to the students the complexities and major responsibilities of becoming a nurse.

The Nurse Instructor/Co-ordinator will have knowledge of how nurses work in different areas of the healthcare sector(s), such as patient's homes, hospitals, clinics, schools, rehabilitation centers, outpatient and mental health facilities, ambulatory care centers and private physician's clinics. The incumbent will also oversee the work of other instructors in the program, take part in the recruitment and selection of instructors, and will take responsibility for performance management of instructors in accordance with organizational policies and procedures.

### Qualifications and skills requirements

1. Bachelor of Science in Nursing (BScN) is mandatory, with the ability and willingness to obtain a Master's Degree required.
2. Current registration in good standing with the College of Nurses of Ontario is mandatory.
3. Minimum one (1) year of supervised experience as an RN required. 3-5 years' experience preferred.
4. Current BLS certification.
5. Previous instructional experience working with adult learners preferred.
6. Understanding of issues specific to adult learners in northern communities.
7. Relevant lived relationality with Indigenous communities and Indigenous learners preferred.
8. A sound understanding of historical and contemporary sociopolitical contexts that impact Indigenous Health preferred.
9. A breadth of knowledge that promotes community health and is demonstrative of Indigenous concepts and traditions of health and well-being preferred.
10. Politically and culturally sensitive with the ability to provide student support and instruction in a culturally competent manner that centers Indigenous learners required.
11. Knowledgeable regarding the nursing process and its application, including the assessment, planning, implementation, and evaluation of nursing care.
12. Demonstrated ability to assist patients, family members or other clients with concern and empathy, respecting their confidentiality and privacy and communicating in a courteous and respectful manner.
13. A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
14. High degree of resourcefulness, flexibility, and adaptability.
15. High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.



16. Strong morals and ethics, along with a commitment to staff, patient and student privacy.
17. Understanding of relevant privacy legislation related to post-secondary education as well as the healthcare sector.
18. Understanding of occupational health and safety concepts, and the duties of a supervisor under the Occupational Health and Safety Act.
19. Previous experience hiring and managing staff an asset.
20. Excellent communication skills (oral and written) as well as strong interpersonal skills, organization, and computer skills.
21. Familiar and comfortable with instructing in online learning environment.
22. Intermediate level of proficiency using common office software including word processing, spreadsheet, presentation, internet, file sharing and e-mail applications.

## **Supervisor: Associate Director of Health Sciences**

### **Job duties/responsibilities**

1. Provides students with direction, guidance, and support.
2. Meet with colleagues, students, instructors, Lakehead University professors.
3. Set up on orientation day, attend recruitment sessions when required.
4. Create partnership agreements with clinical placement agencies within the community.
5. Demonstrate and teach patient care in classroom and clinical units to nursing students.
6. Instructs students in principles and application of physical, biological, and psychological subjects related to nursing.
7. Lectures to students, conducts and supervises laboratory work, issues assignments, and directs seminars and panels.
8. Secure clinical placements in a variety of facilities that meet the learning outcomes of the program.
9. Ensure students submit their requirements (mask fit testing, CPR, CPI, GPA).
10. Supervises student nurses and demonstrates patient care in clinical units of hospital.
11. Manages the simulation lab, ensure supplies are available when skills are being taught.
12. Monitors student attendance and reach out to those that are struggling to adhere to the College of Nurse's standards.
13. Prepares and administers examinations, evaluates student progress, and maintains records of student classroom and clinical experience.
14. Set up student accommodation, when necessary, in accordance with applicable legislation including the Ontario Human Rights Code.
15. Participates in planning curriculum, teaching schedule, and the course outline.
16. Cooperates with medical and nursing personnel in evaluating and improving teaching and nursing practices.
17. May conduct classes for patients in health practices and procedures.
18. Submit accreditation evidence to Lakehead University when required.



19. Support Associate Director and Human Resources with the recruitment and selection of instructors, ensuring they meet the qualification standards identified by the program they are instructing.
20. Working with the Associate Director and Human Resources, provide ongoing support and performance management to program instructional staff.
21. Other Duties as may be assigned from time to time.

## Relationships

### *Internal*

1. Interacts and reports directly to the Director of Post-Secondary Education and Training and Associate Director of Health Sciences
2. Provides direction to instructors and support staff.
3. Interacts with and works collaboratively with the Post-Secondary Education staff.
4. Interacts with students.

### *External*

1. Program Coordinator's from the partnered institutions.
2. Community Leaders and Elders in Treaty # 3 Area
3. Personnel in the field.
4. Professional Colleges.
5. Other community partners.
6. Potential students.

## Working conditions

- Typically works indoors in shared office space. Exposed to moderate levels of noise on an occasional basis.
- May be required to be outdoors on occasion for travel to other locations, with the ability to change schedule to avoid inclement weather.
- May be exposed to behaviourally difficult individuals on rare occasions.
- May be required to lift or carry items between 10 and 25 pounds.
- Tasks require regular attachment to a workstation with intermittent opportunity to change positions.
- Occasional requirements for overtime.
- Frequent travel required to clinical placement, or community partner locations. Some flexibility to change travel arrangements due to inclement weather.
- Work involves continuous concentration for up to 3 or 4 hours per day and may be subject to occasional interruptions.

## Conditions of Employment

- Required to provide a satisfactory vulnerable sector check, as the position may instruct and interact with individuals under the age of 18, as well as with other vulnerable persons.
- Current registration in good standing with the College of Nurses of Ontario.
- Valid Class 'G' Driver's License with access to reliable transportation.