



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

Employment Opportunity

PRACTICAL NURSING PROGRAM COORDINATOR

Established by Nishnawbe Aski Nation, the Oshki-Pimache-O-Win: The Wenjack Education Institute provides culturally appropriate education and training programs through blended delivery methods using e-learning platforms, attending on-campus sessions in Thunder Bay, and by distance learning. We offer choice, accessibility, flexibility in learning opportunities for people seeking new beginnings to improve the quality of their lives through education and training. We are looking for a highly energetic and dynamic individual for the fulltime position of **Practical Nursing Program Coordinator**. If you are the successful candidate, you will have an opportunity to be a part of our exciting growth and success at the Oshki-Pimache-O-Win: The Wenjack Education Institute in increasing access to, and success in postsecondary education to learners living in remote and rural locations.

QUALIFICATIONS:

Must possess:

- Ideally, a Master's Degree in Education, Nursing or health related field;
- Bachelor degree in Nursing with a minimum of five years experience in nursing in a variety of settings
- A Registered Nurse in good standing with the College of Nurses of Ontario
- The preferred candidate would also have experience as a Program Coordinator, ideally in nursing education or related field
- Excellent organizational and time management skills to provide excellent program leadership
- Strong interpersonal and communication skills that include verbal, written, and public speaking
- Demonstrated ability to build relationships with First Nations leadership in Nishnawbe Aski Nation and affiliated organizations and partners
- Ability to travel extensively to First Nation communities in remote and rural locations
- Hold a valid driver's license and access to a vehicle

POSITION SUMMARY:

Reporting to the Academic Director, the Practical Nursing Program Coordinator will be responsible for the delivery of the Practical Nursing Post-Secondary program in partnership with our college partner:

1. Consult with the Academic Director on all aspects of program operations, including student services, and program development and delivery.
2. Participate in curriculum development, student assessment and evaluation.
3. Arrange and coordinate student fieldwork placements.
4. Consult and meet with the advisory committees to ensure the program objectives are responding to the learning requirements of the students.
5. Actively contribute to and care about our student success.
6. Prepare timely, complete reports and other documentation for the program to address the accountability requirements of various funders.

7. Promote the Institute's education and training programs in the Nishnawbe Aski Nation communities and to other learners to achieve the minimum student enrolment targets for effective implementation and delivery.
8. Travel to where the students reside to provide student support for retention and success, instruction evaluation, consultation with local education authorities, among others.
9. Work in compliance with the Occupational Health and Safety Act.
10. Perform other duties as may be assigned from time to time to assist in successful program delivery and operation of the Institute for greater student successes.

Please see full Program Coordinator job description at www.oshki.ca.

If you are interested in this exciting employment opportunity please submit your letter of interest, a resume, with three references, to:

Executive Director

Oshki-Pimache-O-Win: The Wenjack Education Institute
106 Centennial Square, 3rd Floor
Thunder Bay, ON P7E 1H3
Fax: (807) 622-1818
e-mail: info@oshki.ca

Closing Date: Monday, July 23, 2018 at 3:00 p.m.

Note: *Oshki-Pimache-O-Win: The Wenjack Education Institute encourages applications from all qualified candidates including women, men, Aboriginal peoples, persons with disabilities and visible minorities. While we appreciate all applications for this position, only those who are selected for an interview will be contacted.*