



## WINNIPEG REGIONAL HEALTH AUTHORITY POSITION DESCRIPTION (Non-Management)

**DATE: June 21, 2017**

Revised: July 16, 2019

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**POSITION TITLE:** Staff Development Instructor      **JOB CODE:** 30000194  
(previously Mental Health Nursing Instructor 2 )      **UNION:** MGEU 220

**DEPARTMENT:** HOME CARE - STAFF DEVELOPMENT

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**SUPERVISOR'S TITLE:** Team Manager, Program Support Team

**SUPERVISORY RESPONSIBILITIES:** In conjunction with the Team Manager, may supervise contract staff and volunteers.

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**EDUCATION:**

- Bachelor Degree in Nursing or
- Bachelor of Human Ecology with a major in Foods and Nutrition or Bachelor of Science with a major in Human Nutritional Sciences or
- Graduate from an approved program in relevant Allied Health fields.
- Specific discipline required will be based on the operational needs of the multi-disciplinary team

**SPECIAL TRAINING:**

**EXPERIENCE:**

- Recent relevant experience in the provision of care and/or experience educating and evaluating skills of individuals in the healthcare field.
- Experience in adult education preferred.
- Post secondary education in Adult Education will be an asset.
- Proficiency with computers is required. Knowledge of InterRAI, EHCR, Microsoft Word, Excel and Power Point is an asset.

**OTHER:**

- Criminal Record Check.
- Valid Manitoba driver's license and access to a vehicle required.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

**LICENCES, REGISTRATIONS:**

- Responsible for maintaining and providing proof of active registration with the appropriate registering body.
- If successful applicant is a Registered Dietitian, must be a graduate of a recognized dietetic internship program accredited by Dietitians of Canada.

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**MAIN FUNCTION: (In Order of Importance):**

The Staff Development Instructor contributes to the delivery of a high standard of care provided by Home Care Direct Service Staff. Under the supervision of the Team Manager, Program Support Team, participates in the development, implementation and evaluation of Orientation and ongoing Staff Development programs for Direct Service Staff. Under the supervision of the Staff Development Coordinator, participates in the selection, training, supervision and evaluation of supplementary training staff/volunteers.

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**ILLUSTRATIVE EXAMPLES OF ACTIVITIES OF POSITION:****Program Delivery and Evaluation**

- provides theoretical and skill instruction for Home Care Direct Service Staff in Orientation, Comprehensive Training, Nutrition modules and inservices.
- provides short term support to graduates of Home Care training programs.
- provides theoretical instruction and skill demonstrations for Resource Coordinators developing skills in performance appraisal for Direct Service Staff.
- provides feedback, as per identified protocols, to Resource Coordinators about the performance of Direct Service Staff.
- participates in collection, maintenance and reporting of information/statistics.
- adheres to departmental policies and procedures in provision of training by participating in review and revision of Best Practice Standards for Direct Service Staff.
- participates in implementation of training programs through maintenance of documentation and reporting processes, ordering of training supplies, scheduling of classes and organization of supplementary teaching staff.

**Program Development**

- identifies training needs of Direct Service Staff, establishes educational priorities, implements training programs and evaluates impact of training programs.

- participates in the creation, review and revision of curricula, learning resource materials and training programs.
- assists with development of training for Resource Coordinators as it relates to the completion of performance appraisals for Direct Service Staff.
- assumes a role in the development and implementation of other training initiatives in collaboration with the Home Care Program.

### **Consultation/Committee Participation**

- provides research and input into the development of practices, procedures, protocols and guidelines within the Home Care Program.
- participates in meetings and committees, as required.
- collaborates with the Program Support Team to provide guidance/direction to Home Care Program staff.

### **Professional Development**

- maintains a current knowledge base by attending relevant workshops and seminars and through review of current literature.
- adheres to all safety and health regulations and safe work practices.
- may be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.