

Personal Support Worker (PSW) Coordinator - Term

The School for Continuing Studies (SCS) at Booth University College equips diverse adult learners with career related knowledge and skills that are designed to focus on real-world applications. Courses are offered in a flexible online asynchronous delivery mode, enabling learners to fit their education with other personal life commitments. The Personal Support Worker Certificate program at Booth UC has been developed in accordance with the Ontario Support Worker Standard and is endorsed by the Canadian Association of Support Workers (CANSWA) and the Ontario Personal Support Worker Association (OPSWA).

Working with the SCS team, the PSW Coordinator will manage the implementation of the PSW program, liaising with program instructors and students to ensure that learning outcomes are met. The PSW Coordinator will also instruct the Practicum Preparation course and oversee practicum placements for students enrolled in the PSW Certificate Program. Students in this program enroll from their home location in different provinces across Canada, taking theoretical courses through on-line asynchronous course delivery. Practicum placements will be conducted at approved health care facilities located near to where students are located. The PSW Coordinator will liaise with the Practicum Site Preceptor to ensure student training in the care environment meets professional standards and the program learning outcomes. The Practicum Instructor will ensure positive, productive, and mutually beneficial partnerships with all involved in the PSW program and practicum sites.

SUPERVISORY FUNCTIONS:

The PSW Coordinator provides oversight to program instructors, communicating regularly and monitoring student progress. Also, the PSW Coordinator will supervise the practicum training provided to Booth UC students enrolled in the PSW program and will monitor practicum placement activities and responsibilities, in collaboration with health care facility administrators and site preceptor.

ESSENTIAL FUNCTIONS OF THE JOB/ROLES AND RESPONSIBILITIES:

The PSW Coordinator is responsible to:

- Oversee program development and implementation of the PSW Certificate program in accordance with the Ontario Support Worker Standard.
- Manage the activities of sessional instructors to ensure student learning outcomes are achieved and students have a positive learning experience.
- Ensure students are adequately informed and supported to succeed in the PSW Program.
- Identify appropriate practicum placement host sites in cooperation with students enrolled in the PSW program and develop positive working relationships to carry out student practicums.

- Initiate the negotiation of the practicum placement agreement between Booth University College and the practicum placement site. Work in cooperation with the Dean of the School for Continuing Studies to finalize the agreement.
- Design and instruct the Practicum Preparation course (3 credit hour – 6 weeks).
- Monitor and communicate regularly with Site Preceptors to ensure student placements are progressing well, both for the student and the placement site. Resolve any difficulties that arise related to student practicum placements.
- Evaluate student progress and assign a final grade (pass/fail) to the student at the completion of the practicum.
- Assess and report on the PSW program activity regularly and as requested by the Dean of the School for Continuing Studies. Prepare a final report of the PSW program that assesses its effectiveness and quality with regard to provincial government standards and student experience.
- Maintain current knowledge of the provincial regulatory environment relevant to Personal Support Workers, providing advice and guidance to the Dean regarding how this impacts the PSW program, including course instruction.
- Develop strong reciprocal relationships in the healthcare sphere between Booth UC and relevant healthcare facilities, businesses, government and non-governmental organizations, professional associations, and other post-secondary institutions.
- Participate, as required, in the development of promotional materials and recruitment efforts for the PSW program.

QUALIFICATIONS

1. Required

- Registered Nurse with minimum of 5 years work experience in a long term care environment
- Experience training Health Care Aides or Personal Support Workers in a long term health care environment
- Supervisory or project management experience
- Demonstrated ability to work in partnership with an interprofessional health services team
- Excellent communication skills and ability to navigate administrative challenges effectively
- Knowledge of Canadian health care professional standards and requirements
- Satisfactory criminal record check
- Fully supportive of the integration of faith and learning in a Christian university-level setting and a commitment to the Mission of Booth University College
- Must be legally entitled to work in Canada

2. Assets (Preferred Qualifications)

- Experience teaching Health Care Aide or Personal Support Worker curriculum
- Experience teaching adult learners
- Knowledge of The Salvation Army
- Commitment to integrating Christian faith in the workplace

This is a part -time, term position with 15 hours per week. Booth University College offers a stimulating university college environment, a mission-driven purpose, and the opportunity to contribute to change as Booth UC moves forward on its commitment to its mission: **Education for a Better World.**

Please submit complete application materials to the Human Resources Generalist by email: BoothUC.Careers@boothuc.ca. Applications must include a cover letter. In the letter describe why you want to work at Booth University College. Also, please detail what key strengths you bring to this position. All qualified candidates are encouraged to apply however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.

Accommodations are available upon request throughout the recruitment process.

About Booth University College

Booth University College is an undergraduate Christian institution centrally located in Winnipeg. We are rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society and are committed to "Education for a Better World" as described in our mission statement:

William and Catherine Booth University College, a Christian university college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how Christian faith compels them to bring hope, social justice and mercy into our world.