

HCA Coordinator
Health Care Assistant Program

NEC Native Education College is a large private Indigenous college in Vancouver and works with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best practices of adult education. NEC is seeking a Coordinator for our HCA program.

Position Summary:

The person will be responsible for the delivery of the HCA certificate program in our outreach sites under the direction of the HCA Program Manager, which is based on provincial curriculum and incorporates an Indigenous wellness model and prepares individuals to work as front-line health care providers. For more HCA information, see www.necvancouver.org.

Main Responsibilities:

The program coordinator will assist with the delivery of the HCA program to ensure equipment and resources are in place for program start, review, and develop curriculum as necessary, teach one or more courses for onsite HCAP-P, administer clinical/work placements, write reports, supervise instructors in the program and attend all department related meetings. The coordinator will manage multiple participant intakes and arrange practicum placements under the HCAP-P program.

Qualifications:

- RN or degree/credential in a related field with instructor/facilitator experience; a combination of education and experience may be considered.
- Experience setting up and monitoring health care training.
- Verbal, written and computer communication skills.

Terms:

Appointment to this full-time regular position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. This position is open to male and female applicants. We welcome members of equity-seeking groups to apply. Indigenous ancestry is preferred. Only short-listed applicants will be contacted.

Closing Date:	Open Until Closed
Start Date:	ASAP
Hours:	Monday to Friday, 8:30 am to 4:30 pm.
Salary:	\$43.32/hour (experience dependant)

Application Details:

Please submit your resume, names of three references from related work experience, and a cover letter outlining your interest and detailing how you meet the above qualifications. Only short-listed applicants will be contacted. Address your application to:

Hiring Manager
NEC Native Education College

285 East 5th Avenue
Vancouver, BC V5T 1H2

Fax 604-873-9152
E-mail: hr@necvancouver.org