

EMPLOYMENT OPPORTUNITY

Internal / External

Health Care Assistant Program Coordinator Main Campus

NEC respects the ancestral and unceded territory of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) Nations. NEC is dedicated to the Peoples of these territories and beyond. We are centering our Nations, one learner at a time. In doing this work collectively, we demonstrate that commitment is more than just showing up.

NEC is committed to protecting and upholding the dignity, safety, and identities of our Indigenous learners. We honor traditional values and Indigenous knowledge, fostering learners' identities, aspirations, and sense of belonging. Our academic programming and wrap-around supports are aligned with the Longhouse Values of the Host Nations.

Position Summary:

The Program Coordinator, Health Care Assistant Program (HCAP), supports the day-to-day coordination and delivery of the program, working closely with faculty, learners, and the Dean. The role coordinates program activities, supports learner success, and helps ensure effective program delivery and alignment with institutional and provincial standards.

Qualifications:

- Bachelor's degree in nursing, Health Sciences, Education, or a related field, or an equivalent combination of education and relevant experience. A master's degree is an asset.
- Current registration in good standing with the British Columbia College of Nurses and Midwives (BCCNM) as an RN, RPN, or LPN, with no restrictions.
- Minimum three (3) years of experience in program coordination, academic operations, clinical instruction, healthcare education, or a related field.
- Experience in post-secondary and/or Indigenous education environments is an asset.
- Knowledge of healthcare education, clinical training, learner support, and Health Care Assistant programs.
- Experience coordinating clinical placements, schedules, and program activities.
- Strong communication, organizational, problem-solving, and interpersonal skills, with the ability to work collaboratively in a unionized environment.
- Ability to meet criminal record check and applicable healthcare compliance requirements.

Terms:

Appointment to this full-time position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. Preference will be given to qualified Indigenous applicants.

Closing Date:	Open until filled.
Start Date:	Asap
Hours:	Monday-Friday, 8:30 am to 4:30 pm- 35 hrs./week
Salary:	\$43.32/hr. As Per Collective Agreement
Position:	Unionized

Application Details:

Please submit your resume, names of three references from related work experience, a copy of your credentials and current related licenses 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
Native Education College

285 East 5th Avenue
Vancouver, BC

E-mail: hiring@necvancouver.org
V5T 1H2