

Job Description

Position: **Staff/Resident Education Director**

Supervisor: Administrator

Position Summary:

The Director of Staff/Resident Education is responsible for the assessment, planning, implementing and evaluation of all educational programs. The Director is responsible to set up and facilitate support groups for staff, residents and families. All programs will be in accordance with the policies, procedures and standards of the Cove Guest Home in order to maintain the highest degree of quality resident care possible.

Functions and Responsibilities:

- Assesses, plans, implements and evaluates training and educational programs for purposes of management and professional development, on the job training and orientation of all employees regarding the Cove's policy and procedures.
- Organizes lectures, training manuals, visual aids, reference libraries and other training implements.
- Coordinate management inservices and continuing education in personal professional advancement, labor negotiations, contract interpretation and the art of negotiations. Attends labour negotiations as a member of the Management Team with the RN Union. Carry out research to prepare for negotiations.
- Plan, develop and direct a resident service video for the Cove Guest Home.
- Facilitate the process for accreditation and licensing.
- Facilitate student work placement experience.
- Facilitate the Alzheimer and Related Dementia Care Course.
- Develop, implement and evaluate a Risk Management Program.
- Prepares budget for training needs and determines allocation of funds for staff, supplies, equipment and facilities.
- May screen, counsel, test and recommend employees for inservice educational programs or for promotion of transfer.
- Attends the Management Committee, UIC Rebate and Cape Breton Continuing Education Committee Meetings, Professional Advisory Committee, Quality of Working Life and other

committees as appropriate.

- Responsible for keeping up to date on trends and innovations affecting health care delivery. Pursues a continuing program of formal and informal education in long term care.
- Responsible for EMO development and exercising plan with other appropriate Directors.
- Keeps bulletin boards current by listing information on workshops, professional meetings and courses available in the area.
- Maintains confidentiality with all dealings with residents, staff and the Cove Guest Home.
- Responsible for research and speech writing for the Administrator and Director of Resident Care.
- Responsible for fiscal management of the Department and maintaining a balanced budget.
- Responsible for carrying out other duties as may be required by the Administrator, Director of Resident Care under the Homes For Special Care Act, Homes By-Laws and as determined from time to time by the Board.

Education, Training and Experience:

The Director of Staff/Resident Education will possess a minimum Baccalaureate Degree in Nursing. A Master's Degree in Adult Education or related post graduate program in education preferred.