



**IDENTIFICATION**

Department	Position Title	
Aurora College	Instructor, Personal Support Worker	
Position Number	Community	Division/Region
91-13324	Inuvik	Education & Training

**PURPOSE OF THE POSITION**

The Instructor, Personal Support Worker Program is responsible for the planning, organization, instruction, delivery, and evaluation of educational programming for adults. The incumbent is responsible for instructing courses related to the Personal Support Worker Program and other related programs such as the Community Health Representative Certificate Program and the Practical Nurse Program, evaluating the courses, and recommending changes/improvements as required. The incumbent manages and maintains a learning environment conducive to providing the highest level of education possible with-in their area of specialization.

**SCOPE**

Reporting to the Program Head, Health Programs, the incumbent is required to instruct in the Personal Support Worker Program and must develop and deliver quality programs and courses to promote positive career development of adult students within the communities of the Northwest Territories. The incumbent conducts needs assessments and develops, delivers, and evaluates programming to meet those needs. The incumbent is seen as a representative of the College within the community and therefore plays a critical role in creating and promoting a positive image for the College.

The incumbent may be required to teach in the classroom and/or clinical practice settings, along with on-the-land experiences. The incumbent may be required to do shift work, supervising students in a variety of practice areas.

Instruction can be scheduled in a number of ways depending on the delivery approach of the particular course and/or program (e.g. semester, block, distance delivery, evening). The incumbent may be required to teach courses or modules in community locations or other campuses from time to time as required by the design format of the particular program. The incumbent must teach to established course objectives/outcomes and program standards. Some standards are set by external organizations, associations, agencies, government departments, and/or boards. The incumbent must maintain currency of knowledge and expertise through regular professional development, work experience and study along with

maintaining any certifications and/or licenses, etc. as required by the Collective Agreement and program requirements.

As an instructor, the incumbent is required to attend regular program meetings, and report regularly to their supervisor on student progress. As part of the College team, instructors are also required to complete a variety of non-instructional duties that may be required to attain the goals of Aurora College.

## **RESPONSIBILITIES**

### **1. Instructs in assigned courses.**

- Develop lesson plans.
- Prepare syllabi.
- Deliver/instruct content using a variety of instructional methods.
- Develop/prepare instructional material.
- Maintain adherence to program objectives and educational standards.
- Present content which accurately reflects the cultural, political, social, and environmental realities of the NWT , Canada and globally.
- Develop, revise, update and administer evaluation instruments to monitor student progress and to provide feedback.
- Develop and maintain a goal-centered progress plan for each student, as needed.
- Assist other faculty and programs as needed.
- Plan, implement, and evaluate student learning in classrooms practice, and/or skills lab and ensures safety, diversity and equality in the learning environment.
- Ensure learning environments comply with regulations, requirements, and laws consistent with all applicable safety, workplace, and environmental standards.
- Collaborates with other instructors in the Personal Support Worker program to ensure consistency in program planning and delivery.
- Assists students in identifying opportunities to consolidate or acquire competencies.
- Provides teaching and practice support to students to facilitate competency acquisition and consolidation.
- Supervise students' performance in practice and ensures safety.
- While supervising students in a practice course, collaborates with various agency staff to provide care in accordance with the standards, guidelines and scope of professional nursing practice.
- Act in a manner consistent with the current Canadian Nurses' Association Code of Ethics and College and Association of Nurses of the Northwest Territories and Nunavut (CANN) standards of practice.
- Maintains regular office hours for individual student meetings.
- Maintains open communication with Senior Instructor(s), Program Head, and Chair regarding course assignment and student progress.

### **2. Develops and routinely revises course materials which relevant, current, and consistent with subject content.**

- Initiate and maintain contact with a broad base of human resources including professional, traditional knowledge, educational, and occupational resources.
- Develop materials using a variety of media including print, visual and technology-based, to enhance instruction and accommodate a variety of learning needs.

- Participate in College course, program and curriculum activities and committees.
  - Review and revise program and course outlines, syllabi and lesson plans.
  - Collaborate with third-parties to develop unique, tailored instruction and delivery methods.
  - Research, develop, revise and evaluate on an ongoing basis educational resources necessary to support students.
  - Participate in research related to the curriculum.
- 3. Delivers courses at off-campus sites and/or through distance learning platforms as needed.**
- Develop materials using a variety of media to enhance instruction and accommodate a variety of learning needs.
  - Deliver/instruct content using a variety of instructional methods.
  - Develop evaluation methods appropriate for off campus and/or distance learning.
- 4. Undertakes administrative tasks related to the delivery of instructional activities**
- Complete reports as required.
  - Recommend program/course materials, books, supplies, equipment and other resources for student instruction.
  - Maintain student records/files as appropriate, including attendance, correspondence, and evaluations.
  - Maintain electronic course files that can be shared on the restricted shared drive.
  - Comply with and apply College bylaws, policies, and procedures.
- 5. Promote Aurora College activities, maintain public relations and market program activities.**
- May be required to attend graduation, convocation, and completion ceremonies.
  - Organize events and presentations that promote the program and Aurora College.
  - Select and prepare materials for local career fairs.
  - Assume other tasks as may be initiated on occasion, including promotional activities.
  - Participate in department, school and College team-building events.
- 6. Contribute to College and program service.**
- Attend program, committee, faculty, and general staff meetings. May be required to chair and/or take minutes.
  - Assist other faculty and programs as required.
  - Undertake special projects to support adult learning in the community and through the College as assigned by the supervisor.
  - Participate in Aurora College committees and service activities.
  - Act as an ambassador by promoting Aurora College programs and image.

## **WORKING CONDITIONS**

### **Physical Demands**

This position includes both classroom and clinical practicum instruction. During classroom instruction, 2-3 days a week during the academic year, the incumbent will stand 70% of the time. During clinical practicum instruction, 2-3 days a week during the academic year, the incumbent will be required to demonstrate and teach assisted lifts and supports and work in

unavoidably awkward positions.

### **Environmental Conditions**

During clinical practicum instruction, 2-3 days per week during the academic year,, the incumbent will be exposed to potential communicable diseases, blood and body fluids, hazardous materials that can result in potential health risk to the incumbent.

### **Sensory Demands**

During clinical practicum instruction, the incumbent, 2-3 days a week during the academic year, will experience moderate levels of intensity using the combined senses of sight, smell, hearing and touch for 4 hours each day, when demonstrating and teaching client assessments and client care.

### **Mental Demands**

The incumbent may need to travel between various College locations once or twice a year. During clinical practicum instruction, 2-3 days per week, the incumbent may be exposed to mental challenges stemming from the requirement to deal with emergency medical situations.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Theoretical and practical understanding of specific subject matter of instruction.
- Ability to research and update course materials and delivery methods to maintain current programs.
- Knowledge of adult education theory, program design, development, management, delivery, and evaluation.
- Knowledge of adult instructional methods, program/project development and management, needs assessment and curriculum development.
- Knowledge of educational issues in the NWT and challenges that adult students face in NWT communities.
- Knowledge of all applicable laws, acts, regulations, rules, policies, guidelines, requirements, and codes in specific subject matter of instruction.
- Knowledge of computer programs such as: word processing, spreadsheet, database, e-mail and Internet programs.
- Knowledge of northern culture, cross cultural processes, and politics.
- Ability to conduct basic academic counseling and provide life skill coaching.
- Knowledge of the organization and structure of the College and the relationships between the College and various partners in the communities and across the Territories, nationally and internationally as applicable.
- Oral and written communication skills.
- Human resource and team building skills.
- Organizational skills.
- Ability to monitor and anticipate short- and long-term resource needs of individual courses and the program.
- Ability to be involved in progressive, relevant, and ongoing, professional development activities.
- Ability to be adaptable and flexible in teaching approach.
- Commitment to adult education and student success using trauma-informed teaching

practices to support diverse students.

- Professional behavior in accordance with standards of the College and Association of Nurses of the Northwest Territories and Nunavut (CANNN).
- Knowledge of, and an ability to apply, the nursing process (assessment, planning, implementation, and evaluation) and current nursing practice to ensure that the client's physical, emotional, psychological, and spiritual needs are met.
- Knowledge of biological, physical and behavioral sciences in order to recognize, interpret, and prioritize findings and determine and implement a plan of action based on acceptable standard of practice (when supervising students in the clinical setting).
- Provide education on the use of specialized equipment, medications, clinical tools, and techniques specific to an area of support worker practice.
- Knowledge and skills in conflict management when working with students, colleagues, and agency staff.
- Undertakes relevant and ongoing professional development.
- Mentorship skills.
- Participates in scholarship activities.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.
- Knowledge of Northern health care settings.
- Ability to register with the College and Association of Nurses of the Northwest Territories and Nunavut (CANNN).

**Typically, the above qualifications would be attained by:**

Completion of a Bachelor's Degree in Nursing and three years' experience as a Registered Nurse, including one years' instructional experience in the field of Nursing in post-secondary, and/or supervising student nurses and/or facilitating learning and instruction in a clinical setting.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- French required (must identify required level below)  
Level required for this Designated Position  
is: ORAL EXPRESSION AND  
COMPREHENSION  
Basic (B)  Intermediate (I)  Advanced (A)   
READING COMPREHENSION:  
Basic (B)  Intermediate (I)  Advanced (A)   
WRITING SKILLS:  
Basic (B)  Intermediate (I)  Advanced (A)

French preferred

**Indigenous language:** Select language

Required

Preferred