

Job Description: Education and Operations Lead

Do you like the thought of overseeing education delivery and programs to help decrease workplace injuries and keep healthcare workers safe and healthy? Do you like the idea of having a wide scope of influence over an entire sector? Does working with a small, supportive, and collaborative team appeal to you?

Our education and operations lead will help support our belief that everyone should return home safe at the end of their workday. Some of the rewarding work you will do, includes:

- Overseeing and strengthening our education programs, including policies, processes, pricing model, standards, guidelines, and quality assurance
- Managing the administration of programs, including preparing reports, analyzing data, tracking progress, and ensuring our education and programs deliver on our objectives and key performance indicators
- Facilitating courses across some program streams
- Leading multi-year initiatives to further our vision and mission
- Building and maintaining excellent partner relations, a diverse and dynamic group that includes: workers, employers, unions, contracted facilitators, and industry associations
- Monitoring issues and trends as they pertain to the delivery of our educational programs
- Collaborating with our team to maintain high quality of our programming, including presence at external events
- Contributing to other operational priorities, including our culture and overall effectiveness
- Other duties as required by the management team

Is this you?

- Passionate about creating safe and healthy workplaces
- Enjoy working with a small and dynamic team
- Have a university degree or post-secondary program, or industry experience in lieu of.
- Experience teaching and facilitating
- Strong communication skills that promote knowledge exchange and learning to do work better by valuing the opinion of others and actively engaging in dialogue
- Open-minded and flexible in thoughts and tactics
- Demonstrated initiative and committee leadership or group management skills
- Strong written and verbal communication skills
- Excellent organizational skills and project management skills
- Knowledge of Microsoft Office Suite
- Advanced skills with virtual meeting software
- Detail-oriented, ability to handle multiple projects, and manage time well.
- Demonstrated ability to meet operational and strategic goals

What we offer

- Safe and healthy organizational culture
- Competitive salary (\$60,000 - \$70,000/year) based on experience
- Health benefit plan with tele-health, and RRSP matching
- Meaningful work with the opportunity to drive positive change for care workers around the province
- Professional development support
- A great team atmosphere and focus on people-first culture

How to apply:

In lieu of a cover letter, submit a 300–500 word essay on the challenges and opportunities for education in the continuing care sector. Submit resume and essay to Ken Donohue at kdonohue@safecarebc.ca by Wednesday, May 24, 2023.

About us

We respect, encourage, and value diverse voices because we believe that innovation and creativity are driven by inclusiveness and cultivated by diverse backgrounds, ideas, and experiences. We are an industry funded, non-profit association working to ensure injury free, safe working conditions for continuing care workers in BC. We strive to be the industry leader in advancing injury prevention and safety training for long-term care and home care and support workers. Not only are we committed to improving the health and safety for healthcare, but we have the same commitment to our team.

Additional Information

The Provincial Health Officer has mandated that anyone entering a care home in British Columbia be fully vaccinated. There will be times that our team will be expected to visit care homes to engage in activities that support our members. Vaccination with a COVID-19 vaccination series approved by Health Canada is a condition of employment at SafeCare BC.