**EMPLOYMENT OPPORTUNITY**

**AT**

**HAVENGROUP**

**EDUCATION AND INFECTION CONTROL COORDINATOR:** Open to all qualified applicants (Internal/External)

**POSTED:** September 13, 2023

**POSITIONS AVAILABLE:** .6 EFT – Permanent Position

**SHIFT LENGTH AND TIMES:** 7.75 hours per day, Tuesday/Wednesday/Thursday, 9:00am – 5:15pm (flexibility in hours and or days of work may be required occasionally)

**EFFECTIVE:** As soon as possible

**DEADLINE:** September 20, 2023 at 10:00am

**POSITION NUMBER:** P4-382

**ACCOUNTABILITY:** Director of Resident Care

**POSITION PURPOSE:** The Education & Infection Control Coordinator will assume responsibility for collaborative planning, development, coordination, implementation/facilitation, and evaluation of the HavenGroup education program.

The Coordinator is also responsible for Rest Haven Care Home infection prevention and control. The incumbent will act as a facilitator and resource in infection prevention and control for the residents, employees, and stakeholders of Rest Haven. The Coordinator will be the liaison with the Regional Infection Control Associate assigned to Rest Haven.

All responsibilities will be delivered in accordance with Accreditation Canada, Manitoba Health Legislated standards, associated Professional Standards of Practice, and applicable legislation.

The Education & Infection Control Coordinator will exercise a high level of initiative and independent judgement in determining work priorities, work methods to be employed, and action to be taken on unusual matters. The position functions in a manner that is consistent with the Mission, Vision and Values, strategic intentions, and policies of HavenGroup.

**QUALIFICATIONS**

**education/certification:**

* Current Active Registration with the College of Registered Nurses of Manitoba (CRNM)
* Baccalaureate Degree in Nursing or equivalent combination of education and experience
* Certification in Adult Education
* Certificate in Infection Control and/or Occupational Health or comparable experience
* Basic Life Support (BLS) Instructor Certification or willing to obtain within first six (6) months of employment

**knowledge required:**

* Demonstrated knowledge of the principles of adult education, teaching and learning strategies
* Knowledge of Accreditation Canada and Manitoba Health Legislated Standards
* Proficiency in Microsoft Office Applications and various virtual applications
* Demonstrated knowledge of epidemiological principles
* Knowledge of interpreting laboratory and diagnostic tests

**EXPERIENCE required:**

* Minimum five (5) years full time nursing experience in the long-term care field
* Minimum two (2) years experience in Adult Education

**skills/competencies/conditions of employment:**

* Demonstrated ability to lead and make decisions independently
* Demonstrated ability to work collaboratively within an interdisciplinary team that supports quality services/quality improvement or change, and staff empowerment
* Ability to use an analytical and inquiring approach to problem-solving and program development
* Strong organizational skills and flexibility to meet the demands of the position
* Demonstrated participation in continuing education activities
* Demonstrated ability to work with minimal supervision
* Demonstrated ability to establish and maintain positive working relationships
* Demonstrated excellent communication skills, both verbal and written (English language)
* Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
* Demonstrated ability to respect confidentiality, including paper, electronic formats and other mediums
* Demonstrated ability to meet the physical and mental demands of the job
* Complete and maintain a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check
* Require a valid Class 5 driver’s license and a road worthy vehicle with all purpose insurance and a minimum $2,000,000.00 liability insurance

Salary and job description available upon request

**HavenGroup offers comprehensive benefit packages that vary dependent on employee status that include:**

* Company Pension Plan
* Dental
* Extended Healthcare
* Group Life Insurance
* Disability and Rehabilitation
* Employee Assistance Program

For confidential consideration, please forward your application to Angie Knudsen, Human Resource Officer at [aknudsen@havengroup.ca](mailto:aknudsen@havengroup.ca). Applications may also be submitted via the following link: <https://havengroup.ca/jobs>. This position will be posted until filled.

The successful applicant will be required to submit current copies of a Criminal Record Check, including Vulnerable Sector Query, an Adult Abuse Registry Check, and a Child Abuse Check, at their own expense, prior to the start date of employment (original copies required).

***We thank all of those who express interest in this position, however,***

***only those invited for an interview will be contacted.***

HavenGroup is an employer compliant with public health orders.