

JOB TITLE	Hospice Education Lead	JOB TYPE	Non-Contract Full-Time 1.0 FTE / 37.5 hours per week
DEPARTMENT	Human Resources, Learning and Development	REPORTS TO	Manager, Human Resources, Learning and Development
SALARY RATE	Range 6, \$63,060 – 78,826		
VISION	Quality palliative end-of-life care for all		
MISSION	To enhance the quality of life for those facing life-limiting illness, death and bereavement through patient and family-centered care, education, research and advocacy.		
SHARED ACCOUNTABILITY	In accordance with the Mission, Vision and Values, and strategic directions of Victoria Hospice, patient safety is a priority, a responsibility shared by everyone, and as such, the requirement to continuously improve quality and safety, and mitigate risk is inherent in all aspects of this position.		
GENERAL ACCOUNTABILITY	Reporting to the Manager, Human Resources, Learning & Development, the Hospice Education Lead is an integral part of Victoria Hospice's focus on staff learning and development. This role works in close collaboration with Subject Matter Experts, Team Leads and other clinical partners in the development of education resources and products aimed at meeting the learning needs of clinical staff, volunteers and students. This engagement of internal and external partners to develop and provide learning solutions, identify and address development opportunities is a key accountability of this position.		
KEY ACCOUNTABILITIES	<ul style="list-style-type: none"> • Collaborate with department heads and team leaders to identify specific training needs and goals, and design programs that align with the operational guidelines and interdisciplinary, holistic approach to Hospice care. • Identify, develop and deliver education and resources to support staff learning and development. • Coordinate education initiatives for clinical staff, volunteers and practicum students including clinical orientation, in-services and professional development. • Conduct environmental scans and research to identify available and relevant education to support the ongoing development of Victoria Hospice's interdisciplinary team. • Coordinate the promotion of education initiatives with the communications department and other teams to ensure that staff are aware of upcoming workshops, learning events and other education programs. • Evaluate education initiatives and undertake quality improvement where identified. • Contribute to the development and implementation of an organizational Education Framework, strategies, and best practices to ensure that staff have the skills and knowledge necessary to excel in their roles. • Prepare written reports, course summaries, survey analysis and evaluation, to ensure that the education initiatives are effectively implemented and meeting the needs of staff and the organization. • Participate and support other initiatives, such as community, patient and caregiver education. 		
QUALIFICATIONS	Undergraduate degree in Health Care, Humanities, Social Sciences or related		

	<p>field required.</p> <p>Experience developing and delivering adult education initiatives, workshops, courses or other learning programs in a clinical setting required.</p> <p>Minimum 3 years of related experience required.</p> <p>Additional education in a clinical or health care field considered an asset.</p> <p>Experience with online learning and learning management software an asset.</p>
CORE COMPETENCIES	<ul style="list-style-type: none"> • Excellent communications and relationship building skills • Strong critical thinking, research and analysis abilities • Knowledge of the operational and education needs of a clinical environment • Ability to facilitate learning programs and workshops • Experience developing and delivering education using adult learning principles in a clinical setting • Knowledge of current adult education theory and strategies • Demonstrated ability to organize and prioritize multiple tasks and achieve results • Experience with Microsoft Office programs as well as online teaching/learning tool(s) and learning management systems • Willingness and enthusiasm for continual learning • Ability to work effectively both independently and within a team • Physical ability to carry out duties of the position