



## Employment Opportunity

UnBQ requires a **Health Care Aide Program Lead**. Aligning with the BQ philosophy, vision and mission statements, this individual will be part of a team delivering the Health Care Aide Program at Blue Quills.

### **Responsibilities**

- Working with the Blue Quills team on the development and delivery of Health Care Program based on the curriculum provided by Alberta Health Services.
- Immediate responsibilities for curriculum review, student recruitment and support, and program scheduling, including administrative, teaching and student advising duties.
- Being involved in all facets of planning, development, delivery, and on-going support of the HCA program.
- Being involved in site preparation, staff recruitment, student recruitment and retention.

### **Qualifications:**

- Experience in management in the health and/or adult education field.
- Experience teaching in a secondary, community college or alternative educational setting.
- Experience working with First Nations organizations.
- A diploma and License as a Practical Nurse or Bachelor of Science in Nursing/  
Registered nurse.
- Excellent organizational, planning, budgeting, and interpersonal communication skills (oral and written)
- Proficient in Microsoft Office applications.

### **Posted October 27, 2023**

**Closing Date:** November 10/23 or open until a suitable candidate is found. Please send your resume, and cover letter electronically as soon as possible to: **Sheila Poitras, Executive Assistant**, [sheilap@bluequills.ca](mailto:sheilap@bluequills.ca). We thank all applicants for their interest, however only those chosen for an interview will be contacted.