

YUKON UNIVERSITY
POSITION DESCRIPTION

PART I – IDENTIFYING DATA

Position No: YC1136-01

Division: School of Health,
Education and Human Services

Position Title: Instructor, Health Care Assistant (0.7)

Date Completed: October 12, 2017

Date Updated: May 2024

Headquarters: Whitehorse

Supervisor's Title: Chair

PART II - SUMMARY (broad statement of why the position exists)

This position reports to the Chair and provides instructional and related duties in the Health Care Assistant (HCA) Program in the School of Health, Education, and Human Services. This can include instruction in theory, lab, and practicum courses.

A. Duties and Responsibilities:

1. Major function – the most critical activity or responsibility required (describe what is done, why it is done, and how it is done):

Instruct/develop programs and courses for purposes of employment entry, further education, or training, and professional and personal development by:

- a. Planning, organizing, and conducting both theoretical & practical lessons through classroom and distance learning technologies.
- b. May be responsible for practicum supervision and support for instructors providing practicum supervision.

Consulting and liaising with other instructors to integrate program/course content or team-teach, assigning, reviewing, and evaluating the work of students both in class and at practicum sites.

- c. Arranging and ongoing supervision of students in practicum situations.
- d. Maintaining accurate records, student assessments, progress reports, attendance, background information or terminations, final reports, placement/employer requests, etc.
- e. Liaising with Admissions, Counselors, and other staff regarding student admissions, counselling referrals, accessibility services, and other relevant academic and non-academic supports.
- f. Maintain equipment and arrange for repairs and maintenance as required.
- g. Liaising with industry and relevant agencies and employers to arrange appropriate practicum placements as required.
- h. Maintain a relevant recognized curriculum and additional education requirements (e.g., HCA workshops) through ongoing research and review of related best practices in health care. This includes, but is not limited to, reviewing and developing instructional materials, learning aids, relevant learning technologies, and learning strategies. Facilitate learning for increasing diverse student populations.

Approximate percentage of job time primary function is performed: 80%

2. Other principal activities, in order of importance (describing for each what, why, and how, and approximate percentage of job time required, rounded off to the nearest 5%):

Supports instructional administration and program relevance by:

- a. Meet and consult with supervisor on annual Capital and O&M budget estimates covering program/course needs.
- b. Requisitioning supplies, equipment, and repairs against budget allocations and maintaining an inventory of program supplies and equipment.
- c. Reporting status and progress of programs and courses and regularly recommending new and existing program proposals, implementation, and delivery to the Chair.
- d. Plan the course schedules and instructor assignments and ensure appropriate administrative practices are followed.

Maintain currency in the subject area and adult education, ensuring program/course relevance by participating in relevant professional activities and liaising with other instructors/institutions.

- e. Providing institutional service through participation in HEHS school meetings, Applied Arts Faculty Council, its committees, and other institution-wide committees as assigned. Serving as a member of committee(s) as appropriate.
- f. Advising prospective and registered students regarding their academic programs.
- g. Performs other related duties.

Approximate percentage of job time primary function is performed: 15%

3. Examples of additional divisional duties which may be performed:

Advisory role for program advisory committees; maintaining program-community partnerships; Student Faculty Advising; report writing; participation in program evaluation; liaising with brokering institutions/agencies.

Approximate percentage of job time primary function is performed: 5%

4. How long will it take for a fully qualified employee from outside the work unit to reach the whole working level of the position?

Approximately one year.

B. Problem-solving and decision-making

1. a) **List any sections of Acts, Regulations, Policies or Procedures with which the incumbent must be thoroughly familiar with to perform the position's functions:**

Yukon University Academic Regulations and Procedures; other relevant YukonU policies and procedures; practicum agreements between YukonU and partnering agencies; relevant occupational certification standards and requirements, e.g., Health Act, professional designations, Registered Nurses Act and Regulations, Licensed Practical Nursing Act & Regulations

- b) **Is the position responsible for interpreting, administering, or enforcing the above? If yes, explain.**

Yes, it is the interpretation of policy/procedures and compliance with the above.

2. a) **Describe the kinds of recommendations the incumbent is regularly required to make and to whom:**

To Chair and Dean – regarding budget input, purchase of instructional materials, capital expenditures, training and development needs, facility modifications, program changes, policies, and procedures.

To Program Colleagues – regarding program/course content, learning activities, instructional strategies, and student progress.

To Students – regarding progress in the program, courses to be taken, and employment prospects.

- b) **Who usually makes the final decisions concerning those recommendations?**

Designated supervisor

3. a) **Describe the kinds of final decisions regularly made for which the incumbent is held accountable.**

Student assessment, purchase, preparation, and use of instructional materials, selection of appropriate teaching methods, student placements, timetabling and advanced standing in the program.

- b) **What is the direct impact of those decisions?**

Quality of instruction, student retention and progress in YukonU programs/courses advanced standing in other programs (as applicable), employability, transferability, etc.

C. Freedom to Act

1. **Describe how this position receives direction:**

From the Dean, Applied Arts, and Chair via group meetings and individual discussions, from approved policies and procedures, and structured feedback from employers.

2. **What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position?**

See B.1 a) above.

3. How is the work of the position usually checked or evaluated?

Through meetings with the Chair, self, peer, student, supervisory, dean evaluations, and feedback from clients, employers, and departmental and college managers.

4. What types of decisions are generally referred to by the supervisor? (Give examples)

Budget allocations, changes in programs and courses, curriculum changes, scheduling in cooperation with the other program areas, policy matters, and student termination are also discussed.

D. Financial Accountability

1. Program Dimensions:

a) Annual Budget (for the unit under the direct control of the position):

Fiscal year:	Program Budget
Annual Payroll:	\$
O/M Budget (excluding payroll):	\$
Capital Budget (excluding payroll):	\$ N/A
Revenues:	\$
Recoveries:	\$

b) Who prepares this budget?

Supervisor, in consultation with the incumbent.

c) What is the position's accountability for the budget once allotted?

N/A

d) Does the position have the authority/ability to reallocate resources? (describe)

N/A

e) Signing authority levels:

As per YukonU policy and guidelines.

2. This position and how it influences other expenditures or revenues.

Recommendations regarding program-related capital, acquisitions, and identification of possible third-party contracts.

E. Management Supervision of Human Resources

1. No direct supervisory duties

2. Supervisory duties

a) Number of positions supervised directly: Permanent
Aux/Casual

b) Nature of supervisions: (check the following supervisory tasks performed regularly).

- a) Show colleagues how to do tasks.
- b) Train other employees in work procedures
- c) Assign work and review for quality/quantity
- d) Establish work priorities and schedules.
- e) Change duties and responsibilities
- f) Participate with supervisor in employees' performance evaluations or formally appraise employees' work performance and discuss the appraisal with them, making a final recommendation to advance or withhold merit increments.
- g) Recommend appointment or rejection upon completion of the probationary period.
- h) Interview employees with attendance or performance problems
- i) Act as the first formal step in the grievance procedure
- j) Interview candidates for vacant positions in the unit
- k) Give opinion to supervisor on the selection of new employees or make a final decision on selection of new employees.
- l) Other (describe)

F. Key Personal Contacts

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
1. Instructors/Colleagues	Advice	Daily
2. Students	Instruction & Supervision	Daily
3. Agencies	Coordination	Monthly
4. Chair/Dean	Direction/advice	Weekly

G. Tools, Equipment, or Machinery Used

<u>Name</u>	<u>Purpose</u>	<u>Frequency</u>
Audio-visual equipment	Instruction	10%
Distance Learning Technologies	Instruction	10%
Computer		
- MS Office	Productivity	25%
- Banner	Administrative Duties	10%
- Internet	Communications	25%
Nursing Related Equipment	Instruction/Supervision of Students	25%

H. Working Conditions

Describe any adverse conditions that are normal in the job.

N/A

a) Describe weights lifted:

<u>Type</u>	<u>How Heavy</u>	<u>Percentage of Time.</u>
Program-related equipment or Materials	up to 10kg	1%

b) What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?

<u>Type</u>	<u>Percentage of time</u>
Regular class and office environment:	80%
Clinical Facilities	20%

c) Describe any physical hazards present:

<u>Type</u>	<u>Percentage of time</u>
Physical abuse from clients in practicum instruction	

d) Describe special physical conditions leading to discomfort:

<u>Type</u>	<u>Percentage of time</u>
Extended periods sitting at a computer workstation.	

e) Interpersonal Conditions: Check any of the following conditions which are typical and expected in the job and give examples:

- high level of dissatisfied students
- high level of emotional students
- potential physical abuse (from patients in practicum instruction)
- regular critical deadlines, e.g., course commencement and completion dates.
- budget input; frequent unscheduled student contacts
- high level of irregular critical deadlines
- constant interruptions, e.g., student, staff & client demands.
- instructions from more than one source
- other

Travel Required

- a) Average number of trips annually - 1
- b) Average number of days per trip - 4
- c) Average distance - variable
- d) Most frequent mode of transportation - motor vehicle, air

I. Organizational Chart

- Complete the portion above the dashed line whether the position supervises.
- Complete the portion below the dashed line if this position supervises others.

IMMEDIATE SUPERVISOR'S POSITION

Title: Chair, School of Health, Education and Human Services
Classification Level: BU11

PEER POSITIONS: (all those reporting to the same immediate supervisor)

Title: Instructors	Title: Admin Assistant(s)	Title: Instructor/Coordinators
Classification Level: BU09	Classification Level: BU05	Classification Level: BU09

Title:	Title:	Title:
Classification Level:	Classification Level:	Classification Level:

SUBJECT POSITION TITLE: Instructor, Health Care Assistant Program

SUBORDINATE POSITIONS:

Title:	Title:	Title:
Classification Level:	Classification Level:	Classification Level:
No. of Employees:	No. of Employees:	No. of Employees:

PART III – SIGNATURE

I confirm that this describes the duties and Responsibilities I require of an incumbent in This position has reviewed the general description of the description with the incumbent (where applicable).

have read the preceding position. description and understand that it is. responsibilities assigned to the position are I occupy.

Dean/Director or Designate

Incumbent

Date: _____

Date: _____

PART IV – QUALIFICATIONS

To be completed by the Dean/Director or designate

A. Minimum Knowledge, Skills, and Abilities Required

Extensive knowledge and experience in nursing practice in community settings, long-term care facilities, and acute care, including hospitals.
Knowledge of instructional techniques, practices, and strategies in adult education, including distance learning methodologies.
Knowledge of indigenous populations and perspectives.
Knowledge of northern, multi-cultural health issues and trends.
Effective interpersonal skills.
Excellent communication skills, both orally and in writing
A post-graduate degree related to nursing or education is an asset.

B. Licenses, Certificates Required - give the title and section of any legislation, regulations, or other authority where applicable.

Baccalaureate (Nursing).
Registration or eligibility for registration with Y.R.N.A.
Valid Yukon Driver's License

C. Other skills and knowledge may be desirable but not necessarily essential to performing the position's duties.

Experience in a multicultural educational environment.
Valid Teaching Certificate, instructor's certification, or willingness to obtain the same.

PART IV – COLLEGE SIGNOFF

Comments:

I approve of this position description as being representative of the work I require to be performed. And the responsibility levels identified have been. Delegated to this position.

Director, Human Resources Services

College President

Date: _____

Date: _____

FOR HUMAN RESOURCE SERVICES USE ONLY:

Evaluation Point Results:	
Knowledge and Skills:	_____
Accountability:	_____
Mental Demands:	_____
Working Conditions:	_____
Total Points:	_____
Pay Level:	_____