

Program Coordinator

School of Nursing

Full Time, Term (August 25, 2025, to March 20, 2026)

St. Theresa Point, MB

Comp #07-25/26

Classification: Program Coordinator Extension Services 1

Salary: \$67,370 to \$86,635 annually (\$35.74 to \$45.96 hourly)

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage.

Position Overview:

This position support students' non-academic needs, as well as providing for the community's coordination function for the Comprehensive Health Care Aid (CHCA) program. This is one position with a dual role of retention support and community coordinator:

The Retention Support Worker, in collaboration with Assiniboine's CHCA Academic Chair, will provide students with brief intervention, support and referral services. More specifically, the Retention Support Worker will advise and mentor students in the development and implementation of self-advocacy skills health care aide students will use in class, in their clinical experiences, and in their future workplace as a self-regulated health professional.

This position is also the primary community point-person responsible for supporting the delivery of the CHCA program at St. Theresa Point, in a timely manner and in accordance with the specifications of agreement between the college and the community. This position includes efficient delivery of project deliverables, effective quality control, clear communication of expectations to partners, and upward reporting to the First Nation partners are critical tasks that must be performed throughout the project's lifecycle.

Key Responsibilities:

In the Retention Support role:

- Develop and maintain individual files for each student to include application documents, correspondence, grades, attendance records, etc.
 - Meet with CHCA program instructors and /or CHCA Chair to receive documentation and updates on student progress, e.g. grades, absences and attendance;
- Assist students to proactively identify concerns related to academic performance. Examples: attendance, writing tests on scheduled dates and handing assignments in on the due dates.
- Respond to individual student concerns and provide appropriate referrals such as:
 - Visiting Elders
 - Community's Mental Health Strategy – who are the people in the community where they can be referred? – mental health service provider, social worker, etc.
 - List of resources – 1-800 #'s, websites, etc.
 - Ensure that instructors and Chair are aware of learners perceived academic issues.
 - Connect learners to community and external learning resources as required (i.e. WEM) as per planning process with student(s), instructor(s) and coordinator or chair.

- Deal with issues and concerns on an individual and / or group level that impact the ability of the student and / or group to participate in a safe learning environment.
- Respond to crisis, emergency, special needs, problems and / or special circumstances.
- Provide student with 'informed consent' and activate confidentiality form so students are aware who may be discussing their learning, needs, etc.
- Communicate interventions undertaken with students to the CHCA Chair.
- Other duties as assigned by the funder, the community, or on request by AC.

In the Community Coordinator role:

- Coordinate regular meetings with all project partners to solicit feedback, input, and expectations.
- Refer matters of urgency to the project working group.
- Develop files for the project including keeping a daily log of relevant and important project dates.
- Identify areas for project improvement and make recommendations based on findings.
- Establish and deliver mechanisms for tracking project progress and reporting to stakeholders via a formal communication plan.
- Prepare regular reports for funders and stakeholders as per requirements.
- Work with stakeholders to monitor project budget and project progress.
- Plan, develop, implement, coordinate, and evaluate the delivery of Support Services i.e. project sponsorship.
- Support the community partners by taking a lead on the reporting function to satisfy funder requirements

Qualifications:

- ▶ Post-secondary diploma in an education-related field is preferred
- ▶ Experience working with adults in an educational setting is preferred
- ▶ Knowledge of both employability and essential skills for Health care Aids
- ▶ Ability to work cooperatively with instructional staff, community partners and training organizations.
- ▶ Strong interpersonal skills to work with students in developing innovative solutions and plans.
- ▶ Demonstrated patience and non-judgmental listening skills
- ▶ Ability to work occasional evenings and weekends, as well as periodic travel
- ▶ In the spirit of the Truth and Reconciliations Calls to action, and to move the College's Indigenous Strategy forward, preference will be given to Indigenous candidates

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, and all genders, and sexual orientations.



This competition will remain open until the position is filled.

Discover full details about the position in the attached Job Description.

How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.