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# WE ARE HIRING!

## Program Administrator/HCA Instructor

**Job Posting:** EA.20.02

**Hours of Work:** Mon-Fri 8am – 4pm flex (75 hours biweekly)

**Job Description:**

This position is responsible for the day-to-day instruction of the Health Care Aide Programs and related administration of the Excel Academy program(s) assigned to the position including research and curriculum development as required.

**Responsibilities include but are not limited to:**

1. Incorporating a combination of standardized teaching methods, testing, and instructional strategies including group initiation and involvement, outside resource procurement and individualized instruction within a group setting to administer curriculum.
2. Developing curriculum and related academic activities.
3. Orientation and Training of contracted instructors.
4. Participating as a member of the Academy team and assisting Academy Director and other instructors in program development and planning.
5. Working with Academy Director to continually review and evaluate course and curriculum material for relevance to ensure it is appropriate and current.
6. Marking administered testing material in an appropriate and timely manner.
7. Researching course and curriculum materials for the development of new programming as required.
8. Assisting Academy Director in promoting and marketing the Excel Academy programs as required.
9. Assisting the Administrative Assistant with management of the HCA programs, including file management and quality assurance, academic documents (transcripts, record of marks, attendance reports, certificates), Graduate Reports, and class lists, etc.
10. Assisting with social media and advertisement of the program.
11. Management of the HCA PLAR program.
12. Taking course training when required to maintain instructional ability and maintain professional designation as required.

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13. Supporting students during their practicum program as well as student monitoring and evaluations.
  14. Forwarding promotional materials to potential students.
  15. Preparing and administering necessary reports.

### **Requirements:**

1. Current and active registration in good standing with the College of Licensed Practical Nurse of Alberta.
2. Minimum 3 years work-related experience.
3. Minimum of 1 year instructional experience or hold a training certificate in adult education.
4. A demonstrated ability to contribute and respond effectively to the learning needs of students.
5. Previous work experience in a supervisory role in related field.
6. Sound organizational abilities and above average writing and communication skills.
7. Ability to communicate through effective teaching skills.
8. Ability to speak well and eloquently in public.
9. Ability to research and develop curriculum and course programming.
10. Strong understanding of cultural diversity.
11. Satisfactory criminal record check.

**Commencement Date:** ASAP

**Closing date of competition:** Until filled

**How to apply:** Send a cover letter and resume to HR at [careers@excelsociety.org](mailto:careers@excelsociety.org)

**Salary/Wage:** Based on education and experience

Only applicants being considered for the before mentioned vacancies will be contacted.

### **About Excel Society:**

The Excel Society cares about people, and we want people who come to the Excel Society to feel accepted, valued, cared for and connected to a meaningful community of support. We house, support, and enrich the lives of people with disabilities and complex mental health needs because it is the right thing to do, and we have what it takes to safely provide exceptional care.

### **Our vision:**

Excel Society is at the forefront of everyday excellence and innovation in Community Living and Supportive Services.

### **Our mission:**

Excel Society is committed to providing exceptional care through meaningful engagement and adherence to the highest standards of quality, safety, and service excellence.

### **Our values:**

*People* - We care about the people we serve, our teams and their families, and the broader community.

*Integrity* - We do what is right.

*Excellence* - We safely achieve superior results.

*Creativity* - We nurture personal expression, innovation, and resourcefulness.

*Collaboration* - We work together.

### **Conflict of interest:**

Please be advised that the Conflict of Interest Policy prohibits employees from hiring, supervising or reporting to, directly or indirectly via the reporting hierarchy, their immediate family or close personal relations. Should you feel that you may be in an actual or potential Conflict of Interest in regard to this job opportunity, you must communicate with the designated Human Resources representative.

### **Important message:**

Your application must clearly demonstrate how you meet the requirements as Excel Society cannot make assumptions about your education and experience. While we truly appreciate your interest in developing your career with the Excel Society, only those selected for further consideration will be contacted.