



## **Health Care Assistant Module Instructor**

Excel Career College is a well-established and accredited private college serving the Vancouver Island region. We specialize in post-secondary career education related to specific skill training for selected industries. At Excel, we are a “people first” business, where community is built through relationships, and people are supported and encouraged to overcome challenges and create opportunities for themselves. Excel understands the uniqueness of each learner and as such, our staff aim to develop strong personal relationships with each new student.

We currently have an opportunity for a **Health Care Assistant (HCA) Module Instructor** located in Campbell River. This is a contract, part-time position. Classes are typically scheduled between 20 and 32 hours per week depending on the scheduled assignment.

**NOTE:** Temporary housing will be arranged for successful candidate(s) who do not reside in the region. Alternately, Excel can also negotiate travel expense reimbursement for successful candidate(s) wishing to commute from outside the region.

### **Job specific responsibilities**

- Provide instruction of the **Health Care Assistant (HCA)** curriculum.
- Review material, outlines, lesson plans prior to class start.
- Utilize multiple instructional approaches to meet various learning styles of students.
- Assess, evaluate and report student learning progress.
- Communicate with College Administration when materials are needed.
- Report any health and safety concerns and if student issues arise.
- Collaborate with colleagues and other stakeholders to ensure best practices are being utilized.
- Adhere to the policies and mandates of Excel Career College and the BC Care Aid & Community Health Worker Registry: <https://www.cachwr.bc.ca/educators.aspx>
- Maintain a positive and caring learning atmosphere consistent with Excel’s values.

### **Skills and attributes**

- Strong interpersonal, oral and written communication skills
- Highly engaging personality with experience teaching adult learners
- Collaborative team player
- Well organized and able to establish priorities and meet deadlines
- Excellent problem identification and solving abilities



## **Qualifications**

- Preferred but not mandatory: Current full registration or non-practicing registration with the CLPNBC, CRNBC, or the CRPNBC,
- Completion of Provincial Instructor Diploma or equivalent education. Previous teaching experience with satisfactory references and positive performance evaluations also accepted,
- Two or more years of full-time nursing experience (1 year=1400 hours),
- Relevant knowledge of the Canadian health care system, the roles and responsibilities of healthcare team members, and current policies and procedures within residential and community care settings,
- Nursing work experience that includes experience in working with older adults with complex health needs, and/or experience or orientation in home support and multi-level/complex care.

## **Compensation and benefits**

At Excel Career College we are pleased to offer the following:

- Competitive compensation package
- Health, dental and LTD packages
- Selected flexibility in work schedule
- Travel mileage reimbursement, when applicable
- A fun, team based, work culture

Applicants can send their resume and cover letter to [admin@excelcareercollege.com](mailto:admin@excelcareercollege.com), or you can drop it off at our office in Courtenay.

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For more information on Excel Career College, please go to [www.excelcareercollege.com](http://www.excelcareercollege.com)