

## STAFF EDUCATOR

<b>Employment Status:</b>	Permanent, Part-time
<b>Compensation Range:</b>	\$35.34 - \$41.34 for 21 hours per week
<b>Location:</b>	Strathmere Lodge
<b>Union/Non-Union:</b>	Non-Union

### POSITION OVERVIEW

The Staff Educator provides support to Departmental Managers by assessing employee training needs and then developing, coordinating, and delivering training programs for staff, students and volunteers. This position is to fill an existing vacancy.

### QUALIFICATIONS

- 2-year diploma or degree in a health or social services discipline.
- Two (2) years' experience in adult education.
- Completion of courses in adult education techniques an asset.
- Experience in a long-term care environment preferred.
- Proficiency in using Microsoft Office Suite including Word, Excel, and PowerPoint.
- Excellent verbal and written communication skills for interacting with managers, healthcare professionals, external organizations, and staff.
- Demonstrates adaptability, innovative thinking, and creative problem-solving skills.
- Ability to handle multiple tasks simultaneously in a busy long-term care setting, ensuring efficient workflow and timely completion of responsibilities.
- Familiarity with RAI/MDS.
- Current Criminal Record Check with Vulnerable Sector Screening that is satisfactory to Strathmere Lodge/Middlesex County.
- Completion of TB testing (a 2-step TB skin test must be completed within the last twelve (12) months, or a 1-step TB skin test within the last twelve (12) months will be accepted with proof that a 2-step TB test was previously completed).

### WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London, but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists.

At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

### HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to [hr@middlesex.ca](mailto:hr@middlesex.ca) by 4:30 p.m. on January 9, 2026.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.

### WHAT WE OFFER

Flexible Work Opportunities  
Employee Recognition Events  
Professional Development  
Flex Time/Banked Time-Off  
OMERS Pension Plan  
Pay in lieu of Benefits  
Employee and Family Assistance Program

### VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

**Join our team and build a rewarding career!**

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



## **STRATHMERE LODGE POSITION DESCRIPTION**

<b>TITLE:</b>	Staff Educator
<b>REPORTS TO:</b>	Administrator
<b>DEPARTMENT:</b>	Administration
<b>POSITIONS SUPERVISED:</b>	N/A
<b>EFFECTIVE DATE:</b>	May 2005

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### **POSITION SUMMARY**

The Staff Educator provides support to Departmental Managers by assessing employee training needs and then developing, coordinating, and delivering training programs for staff, students and volunteers.

### **PRINCIPAL DUTIES & RESPONSIBILITIES**

- Provides orientation and ongoing education for staff, including yearly mandatory education mandated by the *Fixing Long-Term Care Act, 2021*, and regulations for all Strathmere Lodge departments.
- Takes lead role in developing, planning, organizing, presenting, and evaluating educational programs designed to meet staff needs and to improve the quality of care and services provided by all staff on all shifts.
- Maintains employee resource libraries.
- Ensures that training programs comply with Provincial and Federal requirements.
- Assists in the continuous development and maintenance of staff training records.
- Assists with the development and implementation of policies and procedures and Quality Assurance Programs.
- Assists in the establishment of staff educational goals and developmental objectives.
- Completes and submits applications for education-related funding (e.g., PREP LTC funding).
- Participates on internal committees as required.
- Maintains own professional developmental and level of competence.
- Adheres to provincial occupational health and safety legislation and related Lodge/County policies/procedures in order to prevent injury to self or others, including, reporting injury hazards for remedy; and using personal protective equipment (PPE) appropriate to the task at hand.
- Performs other duties as assigned.

### **QUALIFICATIONS**

#### Education & Experience

- 2-year diploma or degree in a health or social services discipline.
- Two (2) years' experience in adult education.
- Completion of courses in adult education techniques an asset.
- Experience in a long-term care environment preferred.

#### Knowledge, Skills and Abilities

- Proficiency in using Microsoft Office Suite including Word, Excel, and PowerPoint.

- Excellent verbal and written communication skills for interacting with managers, healthcare professionals, external organizations, and staff.
- Demonstrates adaptability, innovative thinking, and creative problem-solving skills.
- Ability to handle multiple tasks simultaneously in a busy long-term care setting, ensuring efficient workflow and timely completion of responsibilities.
- Familiarity with RAI/MDS.

#### Other

- Current Criminal Record Check with Vulnerable Sector Screening that is satisfactory to Strathmere Lodge/Middlesex County.
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