

Staff Educator

Employment Status:	Permanent, Full-time
Compensation Range:	\$36.40 - \$42.58 (hourly) \$66,248.00- \$77,495.60 (salary) Band 4 – Non-Union Group
Hours:	35 hours per week
Location:	London, ON

POSITION OVERVIEW

The Staff Educator provides support to Departmental Managers by assessing employee training needs and developing, coordinating, and delivering training programs for staff at all levels. In doing so, meets mandatory training requirements of provincial long term care home legislation.

QUALIFICATIONS

- Two-year diploma or degree in a health or social services discipline.
- Two years' experience in adult education.
- Certification as a coach in the Gentle Persuasive Approach (GPA).
- Completion of courses in adult education techniques is 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, flexibility, 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 (resident health assessment tools/techniques) preferred.
- 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.

We are an equal opportunity employer 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.

HOW TO APPLY

If you are interested in this opportunity, please submit your **cover letter and resume** by email to hr@middlesex.ca by **4:30 p.m. on July 31, 2026**.

Existing Vacancy: we are currently hiring a candidate for an existing vacancy.

Artificial Intelligence: we do not use AI to screen, assess, or select candidates.

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

WHAT WE OFFER

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

VISIT OUR CAREERS PAGE

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



MIDDLESEX COUNTY (Strathmere Lodge)
POSITION DESCRIPTION

TITLE:	Staff Educator
REPORTS TO:	Administrator
DEPARTMENT:	Administration
POSITIONS SUPERVISED:	N/A
EFFECTIVE DATE:	July 2026

POSITION SUMMARY

The Staff Educator provides support to Departmental Managers by assessing employee training needs and developing, coordinating, and delivering training programs for staff at all levels. In doing so, meets mandatory training requirements of provincial long term care home legislation.

PRINCIPLE DUTIES & RESPONSIBILITIES

- Under the direction of Lodge Department Managers, assigns and provides orientation and ongoing education for staff, including new staff orientation and yearly education mandated by legislation.
- Under the direction of Lodge Department Managers, develops, administers, organizes, presents, and evaluates educational programs designed to meet staff needs, to improve the quality of care and services provided by all staff on all shifts, and to ensure that training programs comply with Provincial and Federal requirements and address government inspection deficiencies; this includes the deployment of the Home's e-learning software.
- Maintains employee education resource libraries, including electronic educational resources available via the Home's e-learning software.
- Maintains staff training records.
- Assists with the development and implementation of policies and procedures and Quality Assurance Programs, coordinating/maintaining the Lodge's electronic library of policies and procedures.
- Under the direction of Director of Resident Care, completes and submits applications for education-related funding (e.g., PREP LTC funding).
- Ensures personal professional growth, including maintaining certification as a coach in the Gentle Persuasive Approach (GPA) philosophy, delivering GPA and other dementia care training to staff.
- Meets provincial long term care home requirements with respect to Emergency Response Planning, by coordinating testing of emergency response plans and providing related staff education.
- Participates on internal committees as required, contributing to the establishment of the Lodge's goals and objectives.
- 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.

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Education & Experience

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- Completion of courses in adult education techniques is 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, flexibility, 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 (resident health assessment tools/techniques) preferred.

Other

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