

## Learning & Development Specialist

### St. Joseph's Lifecare Centre

Reporting to the Manager of Quality, Innovation and Learning and in collaboration with leadership, committees, and departments, the Learning and Development Specialist for long-term care supports the ongoing learning and development of St. Joseph's Lifecare Centre by assessing needs, creating and delivering/providing opportunities that align with the Fixing Long Term Care Act 2021 and organizational goals. The Learning and Development Specialist promotes professional behaviour and cultivates a positive culture of learning by supporting ongoing staff development and empowering others through knowledge.

This position will facilitate and lead the planning, development, implementation, and evaluation of learning opportunities designed to enhance proficiency, influence continuous quality improvement (CQI), promote leadership and teamwork skills. The Learning and Development Specialist designs, develops, and facilitates continuous learning through education, coaching and mentoring grounded in adult education principles that promote innovative learning environments both in-person and virtually. In addition, the specialist will coordinate research review and support student placements in collaboration with academic partners and medical/clinical leaders.

#### **Key Accountabilities:**

- In collaboration with the department/program leads, assesses the training requirements in the home and address specific gaps through targeted education, auditing and remediation to ensure compliance with legislation, directives, policies and procedures.
- Facilitate and provide ongoing support to staff, to develop education programs to meet learning needs, and sustain competencies.
- Responsible for the onboarding, orientation and management of student placements in compliance with the Ministry of Long-Term Care regulations and LTC home-specific policies.
- Responsible for the onboarding, orientation and management of new hire education in compliance with the Ministry of Long-Term Care regulations and LTC home-specific policies
- Facilitates the training and development of staff (train the trainer) and offers support in providing feedback and coaching to new staff when necessary.
- Administers the development, maintenance, and revision of educational resources, ensuring alignment with evidence-based practice, policies, and procedures.
- Coordinates the Learning Management System (LMS), maintaining employee education records, generating reports, creating interactive learning modules, liaising with vendors, and providing user support in conjunction with the Digital Health and Information Technology Department, as required.
- Demonstrates a commitment to building continuous quality improvement capacity through staff engagement in quality improvement work as it relates to education.
- Complies with the staff training requirements as set out in the Fixing Long-Term Care Act, 2021 by:
  - Working in collaboration with the required Program Leads to ensure that the staff training modules meet current standards
  - Ensuring a comprehensive general and clinical orientation program

- Demonstrates enthusiasm and commitment to one's own personal and professional development, staying aware of emerging trends, professional practices, legislation, and theories.
- Serves as a champion of the SJLCB mission, vision, and values, actively promoting a culture of learning that leads to safety, experience, and engagement across the organization. Fosters a positive organizational culture that values diversity and inclusion.

### **Qualifications and Skills:**

- Completion of Post Secondary Education in health, business or related discipline
- Regulated health professional preferred ;
- Minimum two (2) years teaching experience in health care environment including program design, development, delivery, and evaluation;
- Proven ability to develop, deliver & evaluate training programs and services as per organizational needs;
- Demonstrated ability to successfully investigate, develop, plan, and deliver evidence-based learning.
- Knowledge of Change Management, LEAN, Quality Improvement & project management principles (preferred).
- Strong competency in Microsoft 365 with strong skills in Excel;
- Understanding and experience using frameworks for instructional design.
- Highly effective interpersonal, oral and written communication skills combined with excellent organizational, critical thinking and problem-solving skills.
- Strong organizational skills to support the effective prioritization and management of multiple requests and tasks.
- Collaborative team player with strong influencing skills who easily builds effective working relationships with colleagues, senior leaders and stakeholders to move initiatives forward.
- Demonstrated ability to apply adult learning principles to plan, develop, deliver/ facilitate and evaluate education programs to meet client needs, support evidence-based best practice, and promote a client-centred philosophy of care

### **What We Offer:**

- Healthcare of Ontario Pension Plan (HOOPP)
- Free parking
- 100% Employer Paid Benefits
- Employee purchase discount program
- Employee Assistance Program (EAP)

**St. Joseph's Lifecare Centre Brantford recognizes the importance of immunization to protect our residents, staff, and others from COVID-19. As such, subject to any verified medical exemption or accommodation required by applicable human rights legislation, it will be a condition of employment that all new hires have received all required doses of a COVID-19 vaccine approved by Health Canada.**

St. Joseph's Lifecare Centre appreciates all responses. However, only candidates under consideration will be contacted.

St. Joseph's Lifecare Centre Brantford is an equal opportunity employer and strives for equity, inclusiveness, and diversity in all programs, facilities, and people. St. Joseph's Lifecare Centre Brantford is committed to creating a barrier-free, accessible organization, utilizing a collaborative approach in supporting persons with disabilities during the recruitment, assessment, selection, hiring, and the ongoing employment life cycle. Upon individual request, the Lifecare Centre will endeavor to remove any barrier to the employment lifecycle to accommodate those employees with

disabilities. Should any employee require accommodation through the employment lifecycle, please contact Human Resources.

Interested applicants are encouraged to apply through the SJLCB Careers Page at [St. Joseph's Lifecare Centre - Learning & Development Specialist](#) or by forwarding their application to HR@sjlhc.ca