



*We seek outstanding individuals to join our dedicated support staff team. Become a part of our diverse College, creating brighter futures, greater prospects and endless possibilities!*

<b>TITLE:</b>	<b>Placement Coordinator, Nursing/Practical Nursing/Care of Vulnerable People Programs (Regular Part-time, Less Than 12 months)</b>	<b>PAYBAND:</b>	<b>E</b>
<b>LOCATION:</b>	Belleville, ON	<b>HOURS:</b>	Up to 18 hours/week
<b>DEPARTMENT:</b>	Nursing/Practical Nursing Programs	<b>SALARY:</b>	\$25.38
<b>POSTING DATE:</b>	September 17, 2021	<b>START DATE:</b>	ASAP
<b>CLOSING DATE:</b>	September 24, 2021	<b>COMPETITION #:</b>	PTS21-24R

**PLACEMENT COORDINATOR, NURSING/PRACTICAL NURSING:**

Reporting to the Academic Chair, Health, Human & Justice Studies, the incumbent provides confidential support and assistance to full-time and part-time faculty and students of the Nursing, Practical Nursing and Care of Vulnerable People Programs by working with faculty to coordinate and arrange the overall field placement process; organize hospital clinical schedules, maintain student and program files and miscellaneous correspondence for the program.

**PLACEMENT COORDINATOR, NURSING/PRACTICAL NURSING RESPONSIBILITIES:**

- Review, revise and develop placement plans in collaboration with program teams for approval by Program Coordinators .Confirm clinical placement availability and capacity and obtain affiliation agreements where necessary
- Liaise with appropriate agency staff regarding field placement specific requirements and confirmation of placement opportunities.
- Liaise with appropriate faculty team members/student regarding field placement issues/ placement appropriateness for student
- Act as a resource for students both at the College and at field placement sites, responding to inquiries and/or concerns regarding placement specific issues, including breakdown of placements, transportation, unavailability of host agencies
- Compile, prepare and maintain some relevant non-academic placement materials, including WSIB/insurance forms and student contact/information forms

(. . . Continued on next page)



- Liaise with students, faculty, agency Occupational Health departments and Loyalist Occupational Health & Safety personnel re: placement injuries/ incidents
- Create and maintain accurate placement lists /database for each term

### **QUALIFICATIONS:**

- Completion of a diploma in a health, human or justice discipline or business/office administration
- Completion of a diploma/degree in nursing or practical nursing is considered an asset
- A minimum of 1 year experience performing administrative office duties – ideally, in a health-related and/or post-secondary context
- Experience and knowledge of relevant agencies would be considered a significant asset
- Effective communication skills and a demonstrated ability to work with a wide variety of stakeholders.
- A confident decision maker who is able to work independently, meet deadlines and function effectively under pressure
- Excellent presentation, project management, and interpersonal skills
- Initiative, organizational/prioritization skills and strong attention to detail
- Understanding of College's academic and administrative operations is an asset
- Demonstrated experience working in and contributing to a dynamic team environment
- Valid driver's license and clean driving abstract

**TO APPLY:** Applications **must** be submitted **quoting the competition # PTS21-24R in the email subject line**. Please send a covering letter and a resume in MS Word or PDF format to:

**Human Resources Services**  
**E-mail: [peopleandculture@loyalistcollege.com](mailto:peopleandculture@loyalistcollege.com)**

**Posted in accordance with the Support Staff Collective Agreement.**

Loyalist College is committed to creating a safe and healthy campus for all staff and students. Effective November 1, 2021 all staff and students who visit, work or study on campus must be fully vaccinated. An individual is considered fully vaccinated fourteen (14) days after the administration of the second of two Health Canada approved vaccinations. Exemptions for medical or religious/creed reasons under the Human Rights Code must be obtained through Loyalist's formal exemption process.

For more information on Loyalist's Vaccination Policy and Exemption Forms please visit [COVID-19 Information Centre: Loyalist College](#)

*Loyalist is committed to promoting a diverse and inclusive college community. We encourage and welcome applications from marginalized and equity seeking groups. Loyalist College is committed to accommodating applicants with disabilities throughout the hiring process. If you have accommodation needs, please inform us as soon as possible by sending an email to [peopleandculture@loyalistcollege.com](mailto:peopleandculture@loyalistcollege.com).*

*Please note: Following an offer of employment, candidates with Canadian credentials will be required to provide official transcripts from the granting educational institution(s); candidates with international credentials must provide World Education Services (WES) [www.wes.org/ca](http://www.wes.org/ca) evaluation (at their own cost) confirming Canadian equivalency of their credentials.*



*We thank all applicants, however, only those selected for an interview will be contacted*