



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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Job Board Posting



Careers.Indigenous.Link

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PLACEMENT COORDINATOR, CLINICAL - COMMUNITY & GLOB

Job ID	63272-7552	
Web Address	https://careers.indigenous.link/viewjob?jobname=63272-7552	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2024-06-24	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

For 75 years, McMaster University's School of Nursing has delivered nursing education programs that have produced generations of professional nurses who contribute to nursing practice, research, education, policy, and administration. Within a culture of optimism and respect, we continue to transform the future of nursing practice and lead with local and international communities through visionary inclusive education and high-impact research. The School of Nursing is currently seeking a passionate and motivated Placement Coordinator to support the School's international, global, and northern placements and exchanges. Reporting to the Academic Resources Manager, the Placement Coordinator will support the School's clinical placements and/or exchange opportunities in international or northern/remote health settings. The Placement Coordinator will create a networking plan for clinical partners, interface with learners, and facilitate curricular communication related to all elements of the placement opportunities and provide assistance with elements such as travel arrangements, funding supports, and requirements of the receiving institution. Job Summary: Responsible for securing and facilitating all student placements (clinical and community) throughout the 4-year curriculum, running placement lotteries, maintaining the placement database and lottery programme and providing relevant information and support to students, faculty and staff. Also provides administrative support to the Program. Purpose and Key Functions:

- Liaise and correspond with practice groups, obstetricians, hospitals and community agencies to arrange clinical placements for students in all four years of the Program.
- Maintain placement database and runs clinical placement lotteries in accordance with standard operating procedures.
- Prepare and maintain documentation, creates student placement schedules and communicates with students regarding upcoming placements.
- Provide students with pre-placement information, requirements and program policies.
- Liaise with consortium partners to share placement resources when necessary.
- Create and maintain database of placement requirements and contacts.
- Ensure that students have met the academic prerequisites for placements.
- Collect and process evaluations and all other post placement documentation.
- Prepare and post course outlines and instructions to students.
- Write a variety of documents such as correspondence, reports and procedure manuals.
- Maintain current affiliation agreements and ensures that a memorandum of understanding or affiliation agreement is in place for all facilities which requires the gathering and compiling of the information.
- Ensure that Workplace Safety and Insurance Board agreements and all other required documentation are in place for each student in every placement.
- Track student compliance with clinical placement requirements and processes.
- Plan and coordinate a variety of program events and activities.
- Provide program and placement information to students which requires maintaining knowledge of clinical placements and the program.
- Update, maintain, and validate data by checking for missing, illegible or invalid information.
- Investigate questions and resolve problems concerning placements.
- Complete financial forms including travel expenses reports, electronic cheque requisitions, purchase orders and journal entries.

- Process payments to preceptors.
- Collects, verifies and inputs data into a variety of spreadsheets and databases.
- Develop marketing and advertising brochures for a variety of purposes.
- Gather and compile information required for a variety of documents and reports such as the annual report and the external Program Review.
- Gather and compile the paperwork required to facilitate hiring and payment processes.
- Update and maintain information on websites and social networks.
- Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations.
- Set up and maintain filing systems, both electronic and hard copy.
- Update and maintain confidential files and records.
- Handle sensitive materials in accordance with established policies. Provide administrative support to the faculty and the program manager.

Supervision: Provide lead hand supervision and is responsible for the quality and quantity of work of others. Ongoing responsibility for supervising up to 9 casual employees at any one time.

Requirements: 2-year Community College diploma in Office Administration, or related field. Requires a minimum of 3 years of relevant experience.

Assets:

- Experience working in a health care context.
- Experience as a health professional preferred.
- Experience supporting curriculum initiatives in a post-secondary academic program.
- Experience working in an academic administrative setting.

- Bachelor's degree in a related field.

Additional Information: The successful candidate must possess the following:

- Superior attention to detail, organizational and planning skills.
- Clear written and verbal communication are required for interactions with faculty, students and external agencies.
- Demonstrated interpersonal skills and experience providing complex administrative support.
- High level of competence in Microsoft 365 applications and tools such as Excel, Zoom and Microsoft Teams.
- Ability to take initiative and follow through, balanced by an ability to identify when to seek assistance.

For more information, visit McMaster University for PLACEMENT COORDINATOR, CLINICAL - COMMUNITY & GLOB