



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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

Placement Coordinator, Central Placement Office

Job ID	369469-1-4149	
Web Address	https://careers.indigenous.link/viewjob?jobname=369469-1-4149	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2022-11-25	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. About the Daphne Cockwell School of Nursing

The Daphne Cockwell School of Nursing (DCSN) is a dynamic learning space that promotes socially responsive, evidence-informed nursing. Graduates are prepared to address global health needs and provide high quality care for future generations. Our innovative approach to nursing scholarship creates a dynamic learning space that promotes socially responsive, evidence-informed nursing. Graduates are prepared to address global health needs and provide high quality health care for future generations. To learn more about the programs offered visit our webpage at: <https://www.torontomu.ca/nursing/> and look for us @NursingTMU on Twitter. In the DCSN, the Central Placement Office (CPO) is responsible for investigating, evaluating, developing and nurturing placement opportunities for students in practice settings to support achievement of learning outcomes. Through a strong network of partners, our nursing students have access to hundreds of placement sites that reflect the many roles of nursing in today's complex health care system. The Placement Coordinators play a critical role in identifying and organizing more than 2,250 student clinical placement opportunities each semester in support of the DCSN's collaborative undergraduate, post diploma and graduate degree nursing programs. We especially welcome applications from individuals who self identify as women, Black, Indigenous or a racialized person, who will be integral towards serving our highly diverse student population. If you identify in one of the former groups, we encourage you to self-identify in your cover letter. We are building a culture of recognizing and celebrating diversity and welcome you to join us.

The Opportunity

We are seeking an experienced Placement Coordinator for Nursing Student Placements to join our team! In this position, you will assist the CPO Manager in organizing and maintaining high-quality practice placements for nursing students in any or all nursing programs at the DCSN. You will coordinate student practice placements in keeping with the curriculum for their program and year, their learning needs and career goals. You will also act as a liaison with community and institutional based practice placement sites. Responsibilities include:

- Participates in the identification, evaluation, selection, development and maintenance of practice placement sites for

practice experience for nursing students.

- Maintains a central placement registry and database for the Nursing Placement process.
- Coordinates individual student placements that address course and learning goals.
- Provides counsel, preparation, information and handles students' placement issues.
- Assesses prospective practice placement sites and conducts site visits to evaluate potential risks and safety.
- Assists with developing and preparing manuals, procedures, reports and brochures.
- Collaborates with placement sites to promote and support preceptors.
- Develops and facilitates presentations to preceptors at placement sites about student learning needs and feedback methods to faculty.
- Performs other related duties of a comparable level/type as assigned.

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Successful completion of a post-secondary degree program in Nursing and must be a Registered Nurse (RN), registered with the College of Nurses of Ontario in good standing.
- Minimum of three (3) years of combined active nursing practice and administrative experience, and experience organizing, maintaining and coordinating nursing student practice placements. Must have experience placing nursing students in placement sites. An equivalent combination of education and experience may be considered.
- Knowledge and understanding of nursing curriculum, practice and placement requirements and standards, current issues and trends in nursing and program administration and community nursing practices grounded in principles of social justice and equity.
- Experience conducting presentations to internal and external stakeholders about placement programs.
- Proficiency with a central placement registry and/or databases (i.e. HSPNet or similar), MS Office (Word, Excel) and Google Apps (Drive, Docs, Sheets).
- Excellent written and verbal communication and interpersonal skills to prepare documents, correspondence, conduct presentations, counsel students and visit sites.
- Proven track record establishing and maintaining positive relationships with placement sites.
- Demonstrated commitment to provide professional and high quality client service.
- Demonstrates ability to work within a team environment and effectively collaborate with internal and external stakeholders.
- Strong analytical, problem solving and negotiation skills as well as sound judgment and decision making skills are needed when placing students and resolving issues.

Additional Information

Position Number(s) 20004474
Reports To Manager, Central Placement Office and Simulation
Vacancy Type TERM
Employee Group OPSEU
Start Date ASAP
End Date Two years from start date
Hours of Work 36.25
Grade and Step 12
Salary Scale \$71,284.07-\$90,300.54
Application Close Date December 7, 2022

Notes:

- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.

As part of the selection process, candidates may be required to complete an occupational assessment.

Applications will only be accepted online through Toronto Metropolitan University's careersite. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university

culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact hr@ryerson.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Placement Coordinator, Central Placement Office](#)