

HCA Curriculum Project Team Coordinator

ABOUT THE CLPNA

The College of Licensed Practical Nurses of Alberta (CLPNA) is a non-profit regulatory organization. The CLPNA exists to protect Alberta healthcare users. Our first responsibility is to the public. We regulate the profession of Licensed Practical Nurses (LPNs), setting and maintaining standards to ensure the public receives safe, competent, and ethical healthcare services. Our focus and commitment to public protection and regulatory excellence underscores everything we do. The CLPNA has partnered with Alberta Health to lead the development and the continued operations of the Alberta Health Care Aide (HCA) Directory. In Alberta, HCAs are not a regulated profession, although HCAs will become regulated under the *Health Professions Act* in the future.

EMPLOYMENT TERM

This is a full-time, temporary appointment until December 23, 2025, with the possibility of an extension. The position is eligible for hybrid work with a requirement to work in our Edmonton office on a regular basis.

THE ROLE

This position will report directly to the HCA Curriculum Project Team Lead to support the development and execution of the CLPNA's HCA curriculum project plan. Your role will involve meticulously tracking, reviewing, monitoring, reporting, and maintaining the project plan. This encompasses overseeing the review and revision of the curriculum, orchestrating the transition of the newly revised curriculum across Alberta's post secondary institutions, and conducting curriculum evaluation.

KEY RESPONSIBILITIES

- **Project Administration:** Provide support across each project phase by monitoring project deliverables, timelines, workplans, and communication as well as supporting stakeholders as needed. Assist in the recruitment for the curriculum development team.
- **Documentation and Report Generation:** Oversee the documentation, data, and file compilation for all project materials. Create, update, and contribute to the development of internal and external reports. This includes proofing, editing, and compiling data for reports; drafting and editing presentations; transcribing notes and data; formatting and distributing reports; and managing confidential materials for effective reporting requirements.
- **Meetings Coordination:** Support effective meeting (internal and external) management, from booking venues, setting up contracts, and arranging catering to preparing and ensuring participants' access to all required materials (agendas, background documents, etc.), providing guidance on CLPNA travel/expense policies and processes, monitoring attendance/communications, and taking meeting minutes.
- **Project Communications:** Serve as a primary point of contact for all team members, including monitoring and responding to a central project email inbox, to ensure seamless and efficient project administration and communications.

SKILLS & ABILITIES

As the project coordinator for the review, revision, development, and implementation of the HCA curriculum, you possess well-defined verbal and written communication skills, adept conflict resolution and problem-solving abilities, and excellent time management. You have a demonstrated capacity to manage multiple tasks and navigate conflicting priorities efficiently. Moreover, your ability to thrive in a fast-paced work environment while establishing and nurturing effective and collaborative relationships, maintaining professionalism and confidentiality with internal staff and stakeholders, is essential. Your conduct should consistently reflect professionalism and uphold confidentiality standards.

EXPERIENCE

- Post-secondary bachelor's degree or diploma in business administration, office administration, project management, or another related field is required.
- Minimum of three years directly related experience in project support and/or coordination.
- Experience in project planning with experience related to healthcare/education would be an asset.
- Experience supporting large-scale projects is preferred.
- Project Management Professional designation would be an asset.

OTHER QUALIFICATIONS

- Ability to travel provincially.
- Demonstrated PC/computer skills with solid understanding of MS Office, online meeting management platforms (i.e., Zoom, Teams), and survey tools.
- Computer literacy with file management, email, data-management and/or tracking systems, project management software or tools (such as Planner or Easy Projects), Adobe, and online apps.
- Must speak, read, and write English fluently.
- Satisfactory professional and criminal reference checks.
- Must be eligible to work in Canada.

FURTHER INFORMATION

For further information on this opportunity, please contact Human Resources at recruitment@clpna.com.

HOW TO APPLY

Please email your cover letter and resume, referencing Competition **2024-09**, to recruitment@clpna.com.

Applications will be accepted until a suitable candidate is found with a review scheduled to begin on May 21, 2024.

The CLPNA is an equal opportunity employer. We thank all applicants for their interest; only those applicants short-listed will be contacted.