



Attached is a posting for a Continuing Care Assistant Instructor available in Humboldt. Applications must be accompanied by an updated resume.

This competition will end on **May 30, 2024**. Applications received on or before that date will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

**Human Resources Department**  
**P.O. Box 720**  
**Humboldt, SK S0K 2A0**  
**careers@carltontrailcollege.com**  
**Tel: (306) 682-2623**

Position Title: Instructor  
Classification: Instructional  
Position Description: Attached  
Appointment Date: September 3, 2024 – May 30, 2025  
45 days + Clinical days (*plus an allowance for coursework commensurate with program changes and incumbent's qualifications*)  
Hours of Work: To Be Assigned  
Wage: As per Collective Agreement depending on qualifications and experience  
Location: **Humboldt**

**POSITION SUMMARY**

The Continuing Care Assistant Instructor position is an in-scope position reporting to the Business & Skills Training Director. The incumbent will provide instruction in the Continuing Care Assistant program.

**DUTIES AND RESPONSIBILITIES**

- Provide instruction using the current Saskatchewan Polytechnic curriculum
- Manage the classroom to ensure an optimum learning environment
- Provide appropriate evaluation, assessment and feedback to students
- Maintain records of achievement, attendance, and other student-related information and report such information as required
- Identify resources and equipment appropriate to support curriculum/course implementation
- Be reflective of and responsive to accommodation of special learning needs, including equity groups and diverse learners
- Be flexible and responsive to learner needs through the use of appropriate instructional methodologies
- Respond to curriculum/course demands and make necessary adjustments according to learner needs
- Engage learners in learning activities designed to strengthen ties to work and/or career development
- Develop working relationships with appropriate external partners and employers supporting students in work experience
- Pursue professional development opportunities to keep current with employer and educational requirements
- Work cooperatively in an interdependent team environment
- To effectively deliver curriculum via a blended curriculum or online delivery model, as required
- Apply regulations and policies adopted by Carlton Trail College

**KNOWLEDGE, SKILLS AND ABILITIES**

- Excellent communication skills
- Excellent interpersonal skills
- Demonstrated ability to work with individuals with special learning needs
- Ability to work with people from equity groups
- Ability to organize time effectively
- Ability to communicate effectively, both orally and in writing, with students, colleagues, support services, and agencies
- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, coworkers, partners, employers, and students apprised of important developments
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act
- Ability to adapt to changes in the work environment, structure, processes, requirements, or cultures
- Demonstrated ability to set high standards for oneself and others, and accepting responsibility for all actions
- Ability to travel
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies is preferred
- Demonstrated familiarity with the tools and technologies that support working remotely
- Exemplifies the College's cultural values of accountability, respect, commitment, innovation and integrity

## EDUCATION

- Two-year post-secondary (RN or RPN)
- Bachelor of Science in Nursing is preferred
- Current registration with the College of Registered Nurses of Saskatchewan is required

## EXPERIENCE

- Three or more years' clinical experience
- Experience in a classroom setting (minimum of 2 years)
- Training or experience in Adult Education is considered an asset