

## POSTING NOTICE

**COMPETITION #:** SC-237-2526

**POSTING DATE:** May 12, 2026

**CLOSING DATE:** May 22, 2026

**CLOSING TIME:** 12:00 PM

**POSTED:** INTERNAL / EXTERNAL

**POSITION TITLE:** Instructor (Lead)

**PROGRAM AREA:** Continuing Care Assistant

**CLASSIFICATION:** Instructor

**SALARY:** As per Collective Agreement Instructor Salary Grid

**LOCATION:** Melfort, SK

**START DATE:** August 11, 2026

**HOURS OF WORK:** 931 hours/155.17 days

**STATUS:** Permanent / Part-Time

**IMMEDIATE SUPERVISOR:** Coordinator, Post-Secondary Education

Applications including Resume & Cover Letter to [humanresources@suncrestcollege.ca](mailto:humanresources@suncrestcollege.ca)

### **POSITION SUMMARY:**

This position is primarily responsible for instructing adults working to train as Home Care Assistants (Home Care / Special Care Aide) in integrated facilities, personal care homes and hospital settings. Course curriculum is directed by Saskatchewan Polytechnic. The instructor must evaluate and record student progress, teach, coach and supervise students in classroom and clinical settings.

### **JOB DUTIES AND RESPONSIBILITIES:**

#### 1. Instructing:

- Provide instruction in specific programs as assigned.
- Instruct and monitor practical and theory in all areas of the program.
- Prepare and deliver lessons, assignments, lectures and demonstrations.
- Schedule, coach and supervise student clinical assignments on Saskatchewan Health Authority premises.
- Assess and evaluate students through the use of exams, assignments and projects.
- Report, as required, on student progress and program effectiveness.
- Practice good interpersonal skills and have a willingness to work in a “team” environment.
- Control inventory and student records as outlined by the College.
- Set up classroom facilities/labs.
- To effectively deliver (or be willing to learn in order to effectively deliver) curriculum via a blended curriculum or online delivery model, as required.

#### 2. Program Planning and Promotion:

- Participate in the planning process to assist in determining College program plans.
- Assist in developing and implementing new programs.
- Assist in the development of program enhancements.
- Act as a subject resource when required to do so.

#### 3. Communication and Decision Making:

- Refer specific training requests to the appropriate College personnel.

- Communicate effectively with staff, clients, potential clients, other agencies, institutes, organizations, stakeholders, and the general public.
- Participate in meetings and discussions with stakeholders such as co-workers, clients, agencies, business and industry, educational institutions, partners in program development and delivery, and Indigenous organizations.
- Participate in the team decision making process.

4. Additional Duties:

- Other duties as assigned.

**QUALIFICATIONS:**

1. Education & Experience:

- The minimum educational qualification for this position is a Bachelor's Degree in Nursing or RN/RPN plus post-graduate education (i.e. Gerontology, Home Care and Special Care, Adult Education).
- Current registration with the Saskatchewan Registered Nurses of Saskatchewan (CRNS) or the Registered Psychiatric Nurses Association of Saskatchewan (RPNAS).
- The minimum amount of practical, related experience required to perform the duties of this position is a minimum of two years recent and relevant experience in gerontology, long-term care, home care, and special care home setting.
- Applicants must meet Saskatchewan Polytechnic accreditation requirements.
- Applicants must be in good standing with Saskatchewan Health Authority.
- Demonstrated experience working in a cross-cultural environment.

2. Knowledge, Skills & Abilities:

- Demonstrated proficiency in course delivery to ensure student success and satisfaction.
- Demonstrated experience in managing multiple tasks.
- Demonstrated proficiency in the use of computer applications, including communications technologies, spreadsheets, word processors, internet usage, and other applications.
- Demonstrated oral and written communications skills.
- Demonstrated effective public relations and public speaking skills.
- Demonstrated interpersonal skills and the ability to work in a team.
- Demonstrated analytical and problem solving skills.
- Demonstrated ability to analyze needs, solve problems, and make recommendations.
- Ability to travel as required by the position.
- Demonstrated personal responsibility for the performance necessary to achieve individual and / or team goals and objectives.
- Ability to research information and opportunities, make decisive decisions, and use deliberate strategies to influence, persuade or inspire others.
- Ability to adapt to changing circumstances.
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies is preferred.
- Ability and willingness to perform position duties remotely. This includes having a dedicated workspace with reliable and sufficient internet connection along with the ability to self-motivate.
- Ability to access files remotely.
- Demonstrated familiarity with the tools and technologies that support working remotely

3. Other Requirements:

- Valid Saskatchewan Driver's license is required.
- Satisfactory Criminal Record Check and Vulnerable Sector Check required.