

Job Title: Temporary-Learning Assistant- Indigenous Health

Job ID: 102656

Location: London Health Sciences Centre

Full/Part Time: Full-Time

Regular/Temporary: Temporary

Posting Period

Open: November 13, 2024

Deadline: November 26, 2024

Non-Union

Department Name

Who we are

London Health Sciences Centre (LHSC) is a world-class academic health sciences centre located in the Southwestern Ontario City of London. As one of Canada's largest acute-care teaching hospitals, LHSC is a world-class innovator in clinical care, research, and teaching, delivering both local and regional services, including the Children's Hospital, within a large geographic area. The workforce of close to 15,000 employed and credentialed staff who are dedicated to deliver the highest quality patient care while working together to shape the future of health.

LHSC's vision is 'Transforming health, together.' We are committed to co-creating care experiences with patients, partners, and communities, and equity and inclusion are critical components of this commitment. LHSC recognizes the pressing need to address the disparities faced by Indigenous patients, families, and providers, and is dedicated to collectively developing a comprehensive strategy to achieve better outcomes for these communities. As an organization, we aim to actively engage and collaborate with First Nations, Inuit, Metis and Urban Indigenous Peoples, and strive to ensure that our organization's efforts are rooted in their specific needs and priorities.

Learning & Development

Reporting to the Manager, the Learning Assistant supports the delivery of learning and development programs through administration of learning activities, managing lists, processes and tracking learning metrics. They serve as the main point of contact for incoming inquiries and requests, providing administrative support as necessary and support the collection of feedback for the purposes of quality improvement, service enhancement and curriculum development. In

addition, they are responsible for the oversight and operation of the Learning & Development inbox.

The Learning Assistant plays a pivotal role in the booking of all courses for Learning & Development. They communicate course information to the team, collaborate and assist in the planning of large course delivery, manage expectations and provide timely assistance to the learners and facilitators during course delivery.

What we offer:

- Rate of Pay: \$24.81 per hour to \$31.02 per hour
- Status: Temporary Full-Time up to March 31, 2026
- Hours of Work: 37.5 hours per week
- Pension Plan (HOOPP)
- Career development and training opportunities
- Employee Wellness Initiatives

Submission Requirements: If interested in this role, please include a cover letter outlining your knowledge and experience within the Indigenous community.

LHSC values diversity and encourages applications from individuals of all backgrounds, including those with Indigenous ancestry. We also welcome letters of recommendation from Elders, Indigenous community members, and leaders.

Qualifications

- Successful completion of a College Diploma in Office Administration or related field as acceptable by the hospital
- Minimum six (6) months recent, related job experience
- Two (2) years recent, related job experience preferred
- Knowledge of culture and experience working with and in local Indigenous communities in Southwestern Ontario preferred
- Proficient in Computer skills including word processing, spreadsheets, e-mail, data entry/keyboarding
- Excellent communication skills, both written and oral including report writing, editing and proof reading, and interpersonal skills
- Demonstrated advanced ability to organize and prioritize work
- Demonstrated advanced level of customer service
- Demonstrated proficient problem-solving skills
- Ability to research and assimilate a large quantity of diverse information
- Flexible and adaptable to change
- Applies creativity to work; advanced ability to learn software quickly
- Demonstrated practice and commitment to the principles of patient and family centered care
- Demonstrated practice and commitment to patient and staff safety at LHSC
- Demonstrated practice and commitment to LHSC's vision, purpose and values

- Demonstrated ability to attend work on a regular basis

Immunization Requirements

Before beginning employment at LHSC, all new hires will be required to:

- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox), Hepatitis B, Tetanus/ Diphtheria/Polio; Meningitis;
- Provide documentation of the Tuberculosis skin testing (two step);
- Provide proof of Health Canada-approved COVID-19 vaccination reflective of Ontario Health's current definition of being fully vaccinated
- For more information visit <https://www.lhsc.on.ca/careers/health-review-requirements>

Teaching, Learning and Research

London Health Sciences Centre is proudly one of Canada's largest acute-care teaching and research hospitals. LHSC has an unwavering commitment to lifelong learning, with education agreements in collaboration with over 55 schools, hospitals, and community agencies from across Ontario, Canada and internationally; among our many education partners, our three regional partners are Western University, Fanshawe College, and Thames Valley District School Board. LHSC provides students with a place that they can learn and discover knowledge and skills to take them forward in their careers as health care professionals. Approximately 2,900 Nursing, Health and other students ranging from secondary school to university graduate level programs receive training at LHSC every year. As an employee of LHSC, you will be expected to engage in role-related teaching, professional development, and research activities in addition to standard position duties and responsibilities.

LHSC is committed to the principles of hybrid work and may offer this option to employees whose work can be performed in an alternate location, without adverse impact to the operations of the Hospital, inclusive of our Staff and Patient experience. Confirmation of hybrid work options available to you will be clarified upon hire and may be subject to change based on the duties required of your position. Successful candidates will be required to perform work within Ontario and must be available to work on location, as required.

Please be advised, if you are seeking employment on a temporary work or study permit we recommend reviewing work permit restrictions as it applies to healthcare organizations in Canada. As per the Government of Canada, LHSC is considered a hospital/healthcare organization, even if an employee is functioning in a non-patient facing role. Individuals on a work or study permit seeking employment in this sector may be required to complete additional steps in the process, including but not limited to a medical exam, which may also apply to employees looking to renew their work permits. It is the employee's accountability to ensure they are adhering to their specific work permit restrictions, and we encourage all candidates and LHSC employees to be proactive and review restrictions as soon as possible as it could be a lengthy process.

We are committed to providing a safe, healthy and inclusive work environment that inspires respect. LHSC is committed to employment equity and diversity in the workplace and welcomes applications from equity-denied groups including Indigenous people, racialized people, women, persons with disabilities, and 2SLGBTQIA+ persons. LHSC is also committed to ensuring an accessible and inclusive recruitment process. Upon individual request, we will endeavor to remove any barrier to the hiring process to reasonably accommodate candidates, including those with disabilities, while maintaining a fair, consistent and equitable recruitment approach. Should any applicant require accommodation through the application, interview or selection processes, please contact Recruitment Services at 519-685-8500, extension #34321 or recruitment@lhsc.on.ca .

As part of the selection process applicants may be required to complete an examination or test. Please be advised that a reference check may be conducted as part of the selection process.

Your interest in this opportunity is appreciated. Only those applicants selected for an interview will be contacted. Successful candidates, as a condition of job offer, would be required to provide a satisfactory police information check (original document) completed in the last 6 months.