



**NORTHERN  
HEALTH REGION**  
*A Culturally Diverse  
Organization*

# CAREER OPPORTUNITY

## REGIONAL TRAINER

**Location: Flin Flon, MB**

**Facility: Flin Flon General Hospital**

**JANUARY 14, 2025**

<b>JOB POSTING NUMBER</b>	FF-2025-018	<b>POSITION CODE</b>	300-6OSD-RTA_01
<b>DEPARTMENT</b>	<b>ORGANIZATION &amp; STAFF DEVELOPMENT</b>		
<b>JOB STATUS/FTE</b>	Permanent / 0.5 FTE	<b>ANTICIPATED SHIFT</b>	Days (Mon-Fri) Occasional evening & weekend
<b>WAGE RANGE</b>	\$30.808 - \$35.715		

### POSITION SUMMARY

Responsible for providing training and administrative support to Organization & Staff Development (OSD) in collaboration with the OSD Team. This requires expertise in assessment/analysis, design, development, delivery, and evaluation of Northern Health Region (NHR) education programs for all employees in online, face-to-face, and blended formats. This position functions effectively in a dynamic and demanding environment utilizing time management, organizational skills, prioritization and effective communication.

The incumbent must fulfill the requirements of the Criminal Records/Vulnerable Person, Child Abuse Registry check and Adult Abuse Registry check, and adhere to all Northern Health Region policies and procedures.

### QUALIFICATIONS

- Grade 12 education or equivalent
- Completion of post-secondary education in office administration and/or continuing education through a business school or college (combinations of education and experience may be considered)
- Completion of a recognized Medical Terminology course, or obtain within twelve (12) months of commencing employment
- Certified Basic Life Support Instructor, or obtain within six (6) months of commencing employment; maintenance of certification is required
- Managing Food Safety Instructor, or obtain within six (6) months of commencing employment; maintenance of certification is required
- Valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel the region year-round
- Computer expertise and efficiency in using the entire Microsoft Office Suite including Outlook and Teams, Adobe Acrobat Pro, Authorizing Programs, Forms Management Programs, and the Internet
- Two (2) years' experience in directly related position preferred
- Comprehensive knowledge of office methods and procedures and office equipment
- Expertise in educational program administration, management, design, development, delivery, and evaluation
- Working knowledge of audiovisual equipment
- Successful candidate subject to provide security checks in accordance with Security Checks for Employment Policy (HR-02-80). Waived for internal candidates with current checks on file.

**For a full listing of qualifications please:**

- **Internal Candidates:** Refer to the Job Description which is posted on the Intranet under Department/Human Resources/Job Description, then select the applicable department; or,
- **External Candidates:** Contact Human Resources to request a copy

Northern RHA strives to have a diverse workforce in an inclusive and accessible workplace, which provides opportunity for reasonable accommodation.

Indigenous applicants are encouraged to self-declare when submitting applications & resumes.

We thank all candidates for applying. Only those selected for interview will be contacted.

**Using Google Chrome, Apply online at [www.northernhealthregion.ca](http://www.northernhealthregion.ca)**

**OPEN UNTIL FILLED**

*Note: In the event of technical difficulties with the online application, please contact Human Resources at [recruitwest@nrha.ca](mailto:recruitwest@nrha.ca) for assistance.*