



Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

JD #:	JD00499	Pay Grade:	10
JD Title:	Career Development Officer	JD FTE Hours:	35
Job Family:	Student Services		

General Description

Responsible for the ongoing development and coordination of a comprehensive range of career development activities. Works collaboratively with career development consultants and other experts in the provision of program services.

Representative Duties & Responsibilities

- Develops and implements a marketing plan for the program in collaboration with the Program Manager.
- Develops new strategies for screening and matching mentors and mentees.
- Creates training materials to train coaches, mentors, and preceptors.
- Develops criteria to assist participants to determine their career development needs.
- Facilitates the recruitment of intra and inter-professional mentors which involves travelling nationally to attend conferences and workshops to interview people about program benefits and participation.
- Establishes and implements a plan to assess coaching and preceptorship needs.
- Designs literature search strategies and critically appraises literature.
- Creates an online inventory of coaching and development resources.
- Collects data required to aid in the development of the appropriate program structures and resources.
- Conducts literature, database, and web searches to obtain evidence based resources.
- Develops educational materials, tools, resources, and services to support coaching, preceptorship, and mentorship.
- Develops new and adapts existing program resources and electronic infrastructure.
- Maintains and updates the program's web page.
- Organizes career development workshops including tracking registrations, booking venues, coordinating catering, and distributing information to participants.
- Creates evaluation forms for workshop participants. Gathers feedback and recommends changes to future workshop formats.
- Compiles information required to prepare electronic newsletters.
- Creates and delivers presentations at conferences and local hospital sites.
- Interviews participants requiring an awareness of nuances of the answers received before proceeding to the next stage of the interview.
- Collaborates with communication and information technology experts regarding electronic infrastructure.
- Facilitates communication among the project team and various stakeholders. Establishes collaborative partnerships with program funders and external stakeholders at the provincial and national level.
- Provides technical support to participants on website tools.
- Advises participants on mentoring relationships.
- Maintains and updates the mentor database.
- Takes minutes at team meetings.
- Responds to program inquiries.

Supervision

- Supervises and directs the activities of 1 to 4 program personnel.
- May assign work to external consultants and temporary staff.
- Occasionally provides orientation and shows procedures to others.

Qualifications

- Masters degree in Nursing or related field.
- Requires 3 years of relevant experience, including one year of supervisory experience.

Effort

Physical Effort:

- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
 - Intermittent periods of keyboarding to word process educational materials, newsletters, and presentations.
- Elements of moderate physical effort are not a regular feature of this job.
- Elements of high physical effort are not a regular feature of this job.

Mental Effort:

- A typical work day occasionally requires routine mental effort for activities such as:
 - Collecting routine information, word processing routine documents such as correspondence and forms, and inputting data into spreadsheets.
- A typical work day consists of up to 2 hours of moderate mental effort for activities such as:
 - Advising participants on mentoring relationships.
 - Creating evaluation forms for workshop participants. Gathering feedback and recommending changes to future workshop formats.
 - Providing technical support to participants on website tools.
 - Responding to program inquiries.
- A typical work day consists of greater than 3.5 hours of high mental effort for activities such as:
 - Developing training materials.
 - Designing literature search strategies and critically appraises literature.
 - Developing new strategies for screening and matching mentors and mentees.
 - Developing educational materials, tools, resources, and services to support coaching, preceptorship, and mentorship.
 - Interviewing participants requiring an awareness of nuances of the answers received before proceeding to the next stage of the interview.

Working Conditions

Physical Environment:

- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:

- Occasionally interacts with individuals who may be rude or upset.
- Frequently deals with competing requests from students, staff, and preceptors.

Health & Safety:

- Risk to the incumbent is no higher than for the general population.

Job Description Rating Sheet

(For Positions in CAW Local 555, Unit 1)

JD #:	JD00499	Pay Grade:	10
JD Title:	Career Development Officer	Total Points:	630
Job Family:	Student Services		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	5.0	105
	2. Breadth of Knowledge	2.0	13
	3. Adaptation to Change/Updating of Learning	2.0	12
	4. Interpersonal Skill	4.0	54
	5. Education and Experience	F3	123
	6. Dexterity and Coordination	2.0	12
Effort	7. Physical Effort	1.0	3
	8. Mental Effort	5.0	100
Responsibility	9. Planning and Coordination	3.0	46
	10. Responsibility for Others	4.0 ^{Full}	78
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	3.0	66
Working Conditions	12. Physical Environment	1.0	3
	13. Psychological Environment	2.0	10
	14. Health and Safety	1.0	5