



CAREER OPPORTUNITY

INTERNAL / EXTERNAL

Classification: Office, Level 4
Location: North Battleford

Title: Health Care Administrator
Competition #: 33-BC-2526

Date Posted: June 9, 2025
Start Date: ASAP
Permanent, Full-Time

Closing Date: June 18, 2025 at noon
Salary Range: As per the Collective Agreement Appendix A

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position. Internal applicants from NWC staff with seniority will be considered prior to outside applicants.

Main Responsibilities:

Reporting to the Senior Program Coordinator, Health Care, the *Health Care Administrator* position is responsible for planning, organizing and delivering administrative services to support the delivery of Health Care programs and for organizing and providing administrative support services to the Senior, Program Coordinator, while operationalizing the North West College Indigenization Charter

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- Provides general clerical support services to the Senior Coordinator, Health Care, and back up clerical support for main reception desk, as required.
 - Assists the Senior Coordinator, Health Care to prepare program schedules; organize classroom facilities; prepare and publish program information, reports and budget information, proposals, applications and contracts, presentation materials, program advertisements; and reporting for partner agencies.
 - Collaborates with the Senior Coordinator, Health Care to review student applications, ensuring completeness and achievement of all program requirements, including obtaining transcripts as part of the admissions process and prior to clinical practice education placements.
 - Tracks student clinical practice education requirements (e.g. immunizations, completion of TLR, PART, First Aid / CPR & CRC with VSS) and advise the Senior Coordinator, Health Care and Instructors if not completed.
 - Assists the Senior Coordinator, Health Care to prepare and submit requests for clinical practice education placement into HSPNet the student lab and clinical schedules. Ensuring all necessary communication required for these placements is provided to the placing agency contact.
 - Ensures instructors and students have been granted access to any systems or software programs required by placement agencies to provide care (e.g. SCM, Pyxis, accudata code).
 - Responds to general inquiries from students and the public regarding College programs, services, admissions, and registration, while ensuring privacy/security when handling requests to contact students.
 - Prepares and processes purchase orders. This will often include research regarding materials or supplier.
 - Collaborates with the Senior Coordinator, Health Care, Instructors and Facilities for the acquisition of simulation learning lab supplies, equipment, storage and the safe distribution of supplies and equipment for all College healthcare related programs.
 - Supports an effective and efficient method to conduct inventory, ensuring supplies and equipment are replenished or repaired in a timely manner.
 - Supports the development and maintenance of simulation learning scenarios.
 - Assist with the physical set up and dismantling, laundry and cleaning of labs as required.
 - Creates and maintains program and student filing systems both electronic and hard copy.
 - Processes and maintains applications, student files, student information, correspondence, registrations and withdrawals in the Student Information System (SIS).
 - Responsible for data entry into Student Data System (SDS).
 - Manages and maintains the student attendance database.
 - Assists and participates in the promotion and recruitment events for health care programs, as needed.
 - Provides general clerical support services to instructors.
 - Other duties as assigned.

Qualifications, Knowledge, Education and Skills:

- A one-year post-secondary certificate in office administration from a recognized education institution.
- Minimum of two years of experience in office administrative support functions and procedures.
- Knowledge of medical terminology would be considered an asset.

- Knowledge and experience working with HSPnet would be considered an asset,
- A combination of relevant education and experience may be considered.
- Demonstrated skills in collaborative problem solving, analysis, and leadership.
- Demonstrated team building skills, the ability to work in a collaborative team setting, and maintain a respectful workplace.
- Strong written communication skills and effective public relations and public speaking.
- Strong organizational and time management skills.
- Demonstrated competence and recent experience in the use of technology such as Zoom, Microsoft Office Suite, Outlook, Internet and Social Media platforms, with the ability to learn and adapt to changing technology.
- Ability to maintain and portray a student friendly approach to service.
- Ability to establish and maintain a network of contacts and partnerships.
- Ability to research, analyze and assess information to develop and prepare reports, proposals, recommendations and items for decision.
- Demonstrated ability to think critically and solve problems collaboratively.
- A satisfactory criminal record check is a condition of employment with North West College.

If you are interested in this position with the College, **please complete an Application for Employment.** The application is located on the website at www.northwestcollege.ca. Please provide a letter to Human Resources outlining how you meet the qualifications, skills, abilities and experience as identified in the posting.

Submit Applications to:

Human Resources
North West College
10702 Diefenbaker Drive
North Battleford SK S9A 4A8
Fax: 306.445.2254

Please Quote Competition #33-BC-2526

NWC thanks all those who applied however only those selected for an interview will be contacted.

Email: nwrccareers@northwestcollege.ca