

## **JOB POSTING**

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<b>Job Title:</b>	Member Educator
<b>Bargaining Unit:</b>	British Columbia Nurses' Union
<b>Start Date:</b>	January 2022
<b>End Date:</b>	May 31, 2022

The B.C. Nurses' Union is presently seeking one Member Educator to deliver the Building Union Strength workshop in the **South Islands** region.

### **Position Overview**

Member Educators provide members with an introduction to BCNU by facilitating the Building Union Strength (BUS) workshop to interested members in their region. Member Educators are nurses and allied health care workers who are passionate about BCNU and have some experience in union activism and social justice. Member Educators are expected to work closely with their regional executive teams and work with others in a style that maximized inclusion and participation. We are presently looking for one Member Educator for the **South Islands** region.

### **Key Accountabilities**

#### **Maintains:**

- Positive relationships with members, other healthcare providers and ancillary staff, and organizational leadership at worksite
- Positive relationships with LROs, Regional Council Members, regional executive, steward teams, provincial office
- Network with other member educators

#### **Contributes to:**

- Member engagement by role modeling and promoting union involvement
- Member understanding of emerging union and labour issues within the current healthcare context
- Member appreciation of standing up for their rights

#### **Ensures:**

- Attendees are aware of their rights as union members, to the programs and services offered by BCNU
- A safe and welcoming workshop environment for participants
- Active listening and therapeutic communications, such as: clarifying, paraphrasing, drawing people out, encouraging participation, gathering ideas, and facilitating discussion
- Inclusion and respect for divergent and diverse points of view

### **Organizational Skills:**

- In collaboration with regional executive and LRO, sets and establishes a timeline for Building Union Strength dates, supports promotion and registration for each workshop
- Utilize process for managing registrations and sending out reminder messages
- Order workshop supplies for the BCNU office and meet the requested timelines
- Prepare for and deliver the Building Union Strength workshop

### **Priority Duties**

1. Before facilitating any Building Union Strength workshops, the member must have completed the Building Union Strength facilitation training provided by BCNU
2. Prepare and facilitate four or more Building Union Strength workshops per year, where there are sufficient registrants
3. Promote BUS workshops, and encourage diverse member participation, with the aim of building capacity in their region
4. Facilitate regular communication with, and support from, their Regional Executive Committee regarding the promotion and scheduling of BUS workshops (e.g. planning BUS workshops of shorter duration for student nurses)

### **Qualifications**

The successful applicant must:

1. Be a member in good standing
2. Be committed to working in concert with the Regional Executive Committee
3. Be active in Regional affairs and attend BCNU education sessions and Regional meetings
4. Have a basic understanding of the principles and practices of adult and popular education
5. Have good active listening and communication skills
6. Have previous experience in group facilitation, whether in union meetings, meetings at work, or in other areas of life
7. Be open to receiving constructive feedback
8. Have initiative and organizational skills

### **Compensation**

Member Educators shall receive Salary Reimbursement for Building Union Strength Workshop preparation, promotion, registration and delivery time, as determined year-by-year in the budget.

## Other

Please review the attached policy, which contains the full particulars of the position.

*Note: Policy 3.3.2 applies to these positions.*

## How to Apply

If you are interested in this opportunity, please submit your resume and a letter of interest including your region and current Union activities. A reference is also required from your Regional Council Member. Please use the reference form attached. You may also submit an additional two references to support your application.

Please email your application to [hr@bcnu.org](mailto:hr@bcnu.org).

**Address:** Human Resources  
BC Nurses' Union  
4060 Regent Street  
Burnaby, BC V5C 6P5

**Fax:** (604) 433-7945 or 1-888-284-2222  
**Email:** [hr@bcnu.org](mailto:hr@bcnu.org)

# POLICY AND PROCEDURES MANUAL

## 3.3.2 MEMBER EDUCATORS

### Policy

To provide Members with information regarding the application and selection processes, duties, and evaluation of Member Educators.

### Procedure

1. Member Educators are BCNU Members selected to deliver Building Union Strength Workshops to interested Members in their Region.
2. Member Educators serve a three-year term, or as otherwise directed by Council, and must then re-apply upon completion of their term if they wish to continue.
3. All Member Educators across the province conduct a day-long meeting once per year in order to evaluate the program and enhance their skills.

### Eligibility Criteria

In order to be eligible to serve as a Member Educator, a Member must:

1. Be a Member in Good Standing,
2. Be committed to working in concert with the Regional Executive Committee, and
3. Be active in Regional affairs and attend BCNU education sessions and Regional meetings.

### Hiring Process

1. Posting: on the BCNU website for a minimum of ten (10) days and throughout the BCNU Region.
2. Three (3) year term commencing June 1, 2019, and every 3 years thereafter or as otherwise directed by Council.
3. Completed application and Regional Council Member reference submitted. The applicant may also submit an additional two (2) references by the application deadline.
4. Qualifications as per the job description.
5. Candidates will be selected from applicants whose primary worksite is within the BCNU Region.
6. Selection process:
  - (a) Candidates will be interviewed by a panel to determine qualifications. A score of 50/100 from the interview process will be considered threshold for the selection process.
  - (b) Where the above qualifications are equal, seniority as a BCNU Member will be the determining factor.
  - (c) Incumbents may be required to re-interview if they are the only applicant.
7. Appeals:
  - (a) An unsuccessful applicant who is dissatisfied with the hiring decision or with the process should first speak with the relevant Director, within 14 days of receiving the decision.
  - (b) If they are still dissatisfied they may appeal the hiring decision to the Provincial Executive Committee, within 14 days of discussing with the relevant Director.

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(c) The decision of the Provincial Executive Committee shall be final and binding.

## Compensation

Member Educators shall receive Salary Reimbursement for Building Union Strength Workshop preparation, promotion, registration and delivery time, as determined year-by-year in the budget.

## Duties and Responsibilities

1. Before facilitating any Building Union Strength Workshops, the member must have completed the Building Union Strength facilitation training provided by BCNU,
2. Member Educators will prepare and facilitate Building Union Strength Workshops where there are sufficient registrants.
3. Member Educators promote Building Union Strength Workshops, and encourage diverse Member participation, with the aim of building capacity in their Region.
4. Member Educators facilitate regular communication with, and support from, their Regional Executive Committee regarding the promotion and scheduling of Building Union Strength Workshops.

## Mentoring and Evaluation Process

1. During the Member Educator's first year, the Lead Education Officer will make every reasonable effort to observe the delivery of a Building Union Strength workshop by the new Member Educator. There may be instances where this is not possible.
2. Upon completion of a Building Union Strength workshop, all attendees will be asked to complete an evaluation form. These will be forwarded to the Education Officer overseeing the Member Educator team.
3. The Lead Education Officer may record relevant concerns or questions stemming from the evaluation forms, and bring those issues to the attention of the Member Educator in question, and / or provide additional support where appropriate.
4. If necessary, the Education Officer, in consultation with the Lead Education Officer and Regional Council Member, may ask the Member to resign their position as a Member Educator if they are unable to fulfill the role.
5. Member Educators are encouraged to bring their concerns forward throughout their term. Feedback will also be requested at the end of the term.

## Exit Interviews

Exit interviews will be conducted when leaving the position. The interview will be conducted by the Lead Education Officer and Council liaison.

# POLICY AND PROCEDURES MANUAL

## Policy Footnotes

<b>Section</b>	3 Membership
<b>Sub-section</b>	3.3 Member Education
<b>Policy Number</b>	3.3.2
<b>Council Approved</b>	17-05-04
<b>Council Revised</b>	15-07-20
<b>Further reading</b>	