

Job Description

Job Title:	Instructor and Clinical Programs Director
Department:	Kinesiology
Reports To:	Administrative Officer
Jobs Reporting:	Exercise Specialist Fitness & Lifestyle Consultant Fitness Consultant
Salary Grade:	USG 12
Effective Date:	November 2018

Primary Purpose

The Instructor and Clinical Programs Director provides executive and educational leadership for the clinical programs and outreach activities operated by the Department of Kinesiology. Under the guidance of the Department of Kinesiology Chair and Associate Chair of Centre for Community Clinical and Applied Research Excellence (CCCARE), the Instructor and Clinical Programs Director develops, and effectively supervises the delivery of programs to provide innovative exercise programs to improve and enhance quality of life for healthy individuals, as well as those in clinical populations. In addition the incumbent provides clinical expertise for educational innovation in the development and delivery of curricular content related to Clinical Kinesiology within both Undergraduate and Graduate programs

Key Accountabilities

Instructor

- Provides leadership and expertise for the development and delivery of clinical and applied kinesiology content across the undergraduate and graduate curriculum with emphasis on exercise assessment, prescription, programing, and behavior changes strategies for a wide range of healthy and chronic disease populations.
- Provide Instruction for clinically orientated courses as required across the undergraduate and graduate programs, including classroom, laboratory and practicum settings. This includes curriculum development, design and implementation of course content and assessments
- Applies and enforces academic regulation to ensure academic integrity is maintained in all educational experiences.
- Facilitate the design and development of new and innovative laboratory exercises that complement curriculum and further the development of applied and clinical skills for Kin students at all levels.
- Leads strategic planning related to the integration of clinical kinesiology education and training opportunities across the program of study (including in-class, laboratories, internship, practicum and volunteer learning opportunities)

Development and Supervision of Programs (Facilities and Staff) (CCCARE)

- Direct supervision and training of the fitness staff within the CCCARE programs.
- Facilitate the incorporation of volunteer opportunities into the CCCARE programs to enhance training of HQP
- Lead Training and mentorship programs for practicum students and/or trainees to ensure quality program delivery
- Facilitate and oversee the development of new initiatives within CCARE to ensure high-quality programming and services, incorporating and applying current knowledge for a broad range of

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<p>individuals, work places, performance/skill levels and health status, within the University and the Community at large</p> <ul style="list-style-type: none"> • Ongoing collaboration with the Research and Operations manager to advance understanding and knowledge translation in the application of exercise in prevention and rehabilitation, including ongoing the contributions to the data base • Provide clinical expertise facilitating Ethics clearance for research and community programs
<p>Training and Best Practices</p> <ul style="list-style-type: none"> • Lead training and professional development for faculty and teaching staff to ensure high level clinically relevant competencies for their application in teaching and research • Work with the Research and Operations Manager in the development and implementation of best practice guidelines/safety protocols for use in CCCARE facilities and programs • Provide oversight for the training of individuals (faculty, staff and graduate students) to ensure proficiency in standard operating procedures. • Responsible for the volunteer training guidelines and overseeing implementation • Participate in the planning and delivery of workshops and for certifications and outside groups continuing education for those outside of UW
<p>Program Promotion and Partnerships</p> <ul style="list-style-type: none"> • Represent the Department at various clinical and research meetings to promote understanding and development of safe practices for clinical exercise prescription and the development of collaborations with other academic institutions • Develop and enhance external links and partnerships in the community • Act as departmental representative on external governing bodies working on the promotion of exercise standards and recommendations for improving the quality of life for healthy and clinical populations

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

<p>Education</p> <ul style="list-style-type: none"> • Masters of Science degree in Kinesiology or related field or equivalent education and experience. • Clinical exercise certification including CSEP/ ACSM • Registered Kinesiologist in good standing • CSEP examiner (5 years) • Demonstrated continued/growth interest and attendance in / certification additional training focused on special populations • CPR / police check
<p>Experience</p> <ul style="list-style-type: none"> • 10 plus years as a practicing certified/licensed exercise specialist or Kinesiologist with a focus on prescribing exercise for clinical (special) populations • Teaching experience in post-secondary academic setting • Experience creating and managing essential connections between the academic community and professional practice and application
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none"> • Knowledge of UW undergraduate and graduate programs in Kinesiology is an asset

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- This position requires proven ability to provide clinical leadership and expertise in the application of exercise and activity in prevention, recovery and rehabilitation settings
- Proven ability to develop innovative solutions for the application of exercise to improve health in both prevention and recovery
- Strong background in current Kinesiology research, and seeks knowledge of new and emerging trends on an ongoing basis
- Track record of providing mentorship to students, staff, faculty
- Excellent interpersonal skills to present as a friendly, professional advocate for the department and its activities.
- Excellent listening and verbal communication skills will be required to foster good working relationships with a variety of clients including students, staff and faculty.
- This position will be part of the Kinesiology Department teaching team and CCCARE executive and thus will be required to operate within a team environment, providing support to others as necessary
- Proven organizational skills to prioritize multiple duties and requests and facilitate record keeping.
- Proficient in MS Office software suite
- Clear and concise on-line/electronic communication skills (e-mail, on-line learning applications and other social media)

Nature and Scope

- **Contacts:** Multiple internal including CCCARE staff, Kinesiology faculty, staff and students. External contacts include: Grand River Regional Hospital - Patient Education Steering Committee, Cancer Program Council, Hope Springs Cancer Support System, Cancer Care Ontario Community, Community service groups (K W Community Foundation, , Zonta etc), Canadian Society of Exercise Physiology
- **Level of Responsibility:** The incumbent will be required to utilize strong problem solving skills working in a busy and diverse Kinesiology Department. As a clinical instructor, they will be required to develop curriculum to maximize teaching activities and skill development. As the Clinical Programs Director, they will be supervising full time and casual staff, volunteers and trainees. This position will be required to operate both independently with minimal supervision and within a team environment. This position will be required to assess department procedures and provide advice and recommendations on effective and efficient clinical programming and instructional activities in the Department to further its programs and mission.
- **Decision-Making Authority:** . This position will be responsible and accountable to the Kinesiology Associate Chair Undergraduate and the Kinesiology Department Chair for the development and delivery of clinical programs, content and training. The position will have the final authority to evaluate exercise permissions for participation in community programs
- **Physical and Sensory Demands:** This role requires minor physical exertion associated with teaching in a laboratory setting and computer work
- **Working Environment:** The working environment will be defined by the teaching, research and outreach activities that the incumbent is involved in. Safety is a primary requirement for this position, the participants and the students. Steps are in place to ensure minimal risk as per UW safety policies. They may encounter difficult conversations with upset students or clients having trouble. This role may involve some evening and weekend working hours. Workload may vary within a teaching term.