

## Position Summary

**Position Title:** Respiratory Educator - Lung Health Information Line (LHIL)  
**Location:** Provincial Office- 18 Wynford Drive, Unit 401, Toronto, Ontario M3C 0K8  
**Reports to:** Director, Respiratory Health Programs

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### **About The Lung Association:**

*A new brand...a new position...a new approach to helping Ontarians breathe.*

This past November, we reintroduced ourselves to Ontarians with a new and revitalized purpose, charting a new course to ensure our success in delivering on our mission in the years ahead.

This is an opportunity to join a team at an exciting point in time – an opportunity to build on your experience, grow your skills, and make a true difference in the lives of all those that struggle to breathe.

To view our latest Annual Report: <https://breathe-annual-report.floating-point.com>

### **Position Overview:**

This is a part-time position, flexible 2 – 3 week days a week, 9:00am to 4:30pm. The Respiratory Educator on The Lung Association Lung Health Information Line responds to calls from people with lung disease and their caregivers to determine their needs, and provide the appropriate assistance regarding self – management. We also respond to calls from the public related to air quality, radon, lung cancer and smoking cessation. The Respiratory Educator also supports the initiatives of The Lung Association, writes and reviews asthma and COPD materials and newsletter articles.

### **Key Areas of Responsibility:**

#### *Lung Health Information Line:*

- Responds to calls and emails about lung health, air quality and smoking cessation.
- Leads the COPD e-Newsletter publication, appropriate content and timely deployment
- Reviews/ writes articles for various publications such as COPD and asthma e-newsletters
- Maintains and updates the Respiratory Programs for Ontario housed on the National Database: This includes asthma and COPD education clinics, pulmonary rehabilitation, support groups, and exercise maintenance programs for Ontario
- Represents and speaks on behalf of The Lung Association at various health fairs and conferences

#### *Lung Association Support Group Initiatives:*

- Lung Health Ambassadors - organizes monthly teleconferences/meetings and communicates with ambassadors re: advocacy issues, ambassador's activities, health and support group involvement
- Coordinates, organizes and promotes The Lung Association's support group (B.E.S.T.) meetings

#### *Patient Submissions:*

- Reviews drug submissions to Ontario's Committee to Evaluate Drugs on behalf of Ontario patients and caregivers

### *Collaboration, Communication and Linkages*

- Works closely with other LHIL staff as well as other members of the respiratory team e.g. Provider Education Program (PEP), Primary Care Asthma Program (PCAP)
- Collaborate with other Lung Association staff and other stakeholders as indicated

### **Qualifications and Competencies**

- Certified Respiratory Educator preferred, or willing to take RespTrec training in asthma and COPD
- Must be a regulated health care professional in good standing;
- Knowledge with CTS Respiratory Guidelines- Asthma and COPD
- Demonstrated skills in applying adult and paediatric education principles
- Demonstrated knowledge in the continuum of health care and the Chronic Disease Prevention Model
- Demonstrated skills in project and program coordination
- Demonstrated skills in online learning technology
- Demonstrated excellence in written, verbal and presentation communication skills and effective listening skills
- Receptive to new ideas, flexibility
- Demonstrated excellence in interpersonal relationships (professional, innovative, approachable);
- Demonstrated organizational and problem solving skills
- Demonstrated excellence in critical thinking skills
- Demonstrated ability to handle multiple priorities, meet deadlines and operate within a budget
- Must possess excellent computer skills – experience with Microsoft Office programs such as Outlook, Power Point, Word, etc.
- Must be able to work in the Provincial office located in Toronto and travel occasionally within Ontario

To apply for this position, please email your resume and cover letter to [gthomas@lungontario.ca](mailto:gthomas@lungontario.ca) and put to the attention of Geeta Thomas, Director of Human Resources, by October 23, 2017.