



***Indigenous Owned & Governed – Making a Difference – Living the Vision of our Ancestors  
Land, Language, Ceremony Relationship – Treaty Protection Site***

**Employment Opportunity**

Inviting applications for **Health Care Aide Program Lead**. Aligning with the BQ philosophy, vision and mission statements, this individual will be part of a team delivering the Health Care Aide Program at Blue Quills.

**Responsibilities**

- Working with the Blue Quills team on the delivery of Health Care Program based on the curriculum provided by Alberta Health Services.
- Immediate responsibilities for curriculum review, student recruitment and support, and program scheduling, including administrative, teaching and student advising duties.
- Being involved in all facets of the delivery, and on-going support of the HCA program.
- Being involved in site preparation, staff recruitment, student recruitment and retention.

**Qualifications:**

- Experience in the management field, preferably in health and/or adult education.
- Experience working with First Nations organizations.
- Excellent organizational, planning, budgeting, and interpersonal communication skills (oral and written)
- Proficient in Microsoft Office applications.

**Posted January 16, 2026**

**Closing Date:** Open until a suitable candidate is found. Please send your resume, and cover letter electronically as soon as possible to: **Sheila Poitras, Executive Assistant,** [sheilap@bluequills.ca](mailto:sheilap@bluequills.ca). We thank all applicants for their interest, however only those chosen for an interview will be contacted.