

Learning and Development Manager



Location: Berwick, Nova Scotia



Department: People Operations



Position Type: Full-Time, Permanent



Union Status: Non-Unionized



Reports To: Director of People Operations

About the Role

At GVM, we believe in growing people first—because empowered staff provide exceptional care. As our **Learning and Development Manager**, you will be a key leader in advancing staff development and improving organizational performance through innovative training programs, ongoing education, and mentorship initiatives.

You'll work closely with department heads and external partners to ensure staff are supported from day one through to ongoing career progression. This is an exciting opportunity to help shape a strong learning culture within a long-term care environment committed to high standards and compassionate service.

Key Responsibilities

- Lead onboarding and monthly orientation programs for new staff
- Oversee our Learning Management System (LMS), ensuring timely updates and assignments
- Develop and maintain an annual education calendar aligned with licensing and organizational needs
- Coordinate staff training on topics including abuse prevention, confidentiality, equity, and more
- Support non-certified CCA staff through the certification process
- Manage external education funding requests and student placements
- Monitor training compliance and maintain accurate records
- Establish mentorship programs and coordinate peer-trainer initiatives

- Liaise with clinical educators and external institutions to deliver nursing education programs
 - Lead training on new equipment and procedures across departments
 - Keep educational content and materials current and relevant
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Qualifications

- Background as a **Learning & Development Specialist** or a **Registered Nurse (RN) / Licensed Practical Nurse (LPN)** in good standing
 - Minimum of **2 years' experience** in training or nursing, ideally within long-term care or geriatrics
 - Proven leadership and communication skills to engage and support diverse teams
 - Strong attention to detail, organizational skills, and a collaborative mindset
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What We Offer

- A supportive, team-oriented workplace in a meaningful field
 - The opportunity to build programs that directly impact staff and resident wellbeing
 - A leadership role that encourages creativity, innovation, and continuous learning
 - Health and dental benefits
 - Pension through NSHEPP
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Interested? Apply Today!

Join GVM and make a lasting impact on care, culture, and community.

**For a more detailed job description or to apply, please email
careers@grandviewmanor.org**