



Date: November 13, 2009

Competition: #09-51A

**APPLICATIONS ARE INVITED FOR THE FOLLOWING
FULL-TIME TERM POSITION (1 YEAR)**

POSITION: Program Assistant, Practicum Management
ACADEMY: Paramedic Academy, School of Health Sciences
REPORTING TO: Coordinator, Practicum Management

SUMMARY:

This term full-time position is primarily responsible for the overall scheduling of student practicum placements for hospital and ambulance rotations at regional delivery sites. With leadership provided by the Advisor, Practicum Management, this position also supports other Accredited Programs duties, as assigned.

DUTIES:

- Schedule the practicum requirements for Paramedic Academy student placements at selected hospital sites and ambulance stations;
- Assist with communication of program placement requirements based on the number of students and courses to hospital sites, using the HSPnet system;
- Track availability and scheduling of clinicians and preceptors to meet program demands;
- Maintain a master database identifying student practicum capacity at hospital sites, and instructional ratios for field evaluation at different training levels;
- Communicate confirmation of student placements with program staff, students, clinicians, and preceptors;
- Support process for collecting feedback on student performance, clinician/preceptor performance, and suitability of training through selected program evaluations;
- Provide summary of feedback to the Advisor/Manager Practicum Scheduling;
- Assist with distribution of updated program information to clinicians and preceptors;
- Attend and participate in School of Health Sciences' staff meetings;
- Maintain a global scheduling record of practicum placements;
- Perform other related duties, as assigned.

QUALIFICATIONS:

- Secondary school graduation with a minimum of 3 years' related work experience, in a customer service environment; or an acceptable equivalent combination of education, training and experience.
- Demonstrated proficiency in MS Word and Excel at the intermediate level.
- Basic working knowledge of Outlook and Internet Explorer is required.
- Working knowledge of HSPnet will be an asset (training will be provided and is required for this position).
- Excellent oral and written communication skills, including accurate spelling, grammar and proofreading.
- Proven ability to work in a fast paced/high volume work environment, with frequent interruptions.
- Ability to multi-task, set priorities, meet deadlines and resolve issues in an assertive and professional manner, while maintaining a high level of accuracy.
- Ability to pay attention to detail.

QUALIFICATIONS CONT'D:

- Ability to work independently and resolve problems. Proven experience and skills working in a team-based environment.
- Ability to establish and maintain effective working relationships with a diverse group of internal and external contacts.
- Commitment to excellent customer service and demonstrated ability to project a professional image of the JIBC in all dealings with others.

SALARY RANGE: \$1,419.04 - \$1,517.12 bi-weekly (BCGEU, Salary Grid 9)
POSTING DATE: November 13, 2009
CLOSING DATE: November 27, 2009
START DATE: ASAP
END DATE: November 30, 2010 (approx)

Please submit a resume and covering letter quoting Competition # 09-51A to:

Human Resources
Justice Institute of British Columbia
715 McBride Boulevard
New Westminster B.C. V3L 5T4
E-mail: hr@jibc.ca (preferred)

For more information on the terms and conditions of this position, please feel free to contact:

Sandy Barabe
Coordinator, Practicum Management

Phone: 604-528-5748

E-mail: sbarabe@jibc.ca

The Justice Institute of BC is an equal opportunity employer and is interested in broadening the diversity of its staff. We encourage applications from visible minorities, aboriginal peoples and persons with disabilities.



JUSTICE INSTITUTE
of BRITISH COLUMBIA