



JOB POSTING

Date: November 20, 2020

Competition: #20-53

**APPLICATIONS ARE INVITED FOR THE FOLLOWING
FULL-TIME TERM POSITION (JANUARY, 2021 TO JANUARY, 2022)**

Position:	Lead Instructor, Emergency Medical Responder
Division:	Health Sciences Division, School of Health, Community and Social Justice
Location:	Okanagan Campus – Kelowna, BC
Reporting To:	Program Manager, Medical Responder Programs

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator with a mission to develop dynamic justice and public safety professionals through its exceptional applied education, training and research. JIBC offers internationally recognized education that leads to certificates, diplomas, bachelor's degrees and graduate certificates; exceptional continuing education for work and career-related learning and development; and customized contract training to government agencies and private organizations worldwide. Each year, over 36,000 students study at one of JIBC's six campuses in B.C., through online education, and at locations in more than 150 BC communities, as well as sites across Canada and around the world. Our education contributes to safer communities and a more just society by providing professionals with the knowledge, skills and abilities to excel at every stage of their careers and make a difference every day.

Position Summary:

As the Lead Instructor, Emergency Medical Responder, you will be primarily responsible for delivery of the Emergency Medical Responder (EMR) course online and classroom instruction. You will also support the coordination of EMR program curriculum and learning resource revisions. This position works collaboratively with Program and Division staff to ensure consistent delivery of program objectives and a proactive approach to instructional issues.

Primary Responsibilities:

Program Delivery/Instruction:

- Using a variety of proven instruction methods (including face to face and online) based on an applied experiential learning model, deliver all portions of the EMR, EMR Accelerated and First Responder courses within the pre-determined curriculum at the Okanagan campus;
- At a minimum, instruct one EMR course per month and EMR Accelerated and First Responder when scheduled;
- Provide facilitation of on-line EMR course components and/or liaises with on-line facilitators;
- Each month administer one or more EMR remedial exams;
- Examine/evaluate on EMR courses offered each month;
- Teach or examine at other JIBC campuses when needed and if available. Be available to travel, if requested;
- Backfill any vacant teaching days not filled by other lead or sessional instructors;
- Work collaboratively with the Program Manager to ensure consistency of delivery in the classroom and proactively address related instructional issues.

Faculty Support/Development:

- Lead and work collaboratively with other sessional faculty to deliver all portions of the EMR and FR Program instruction within the pre-determined curriculum;
- Orient and mentor new instructors and prepare them to teach EMR or other courses independently of the lead instructor;
- Document, clarify and communicate student content issues with other support staff and faculty;
- Demonstrate a commitment to maintaining currency within the paramedic field, and personal and professional growth in education, technology and leadership;
- Assist with hiring of new EMR or other Health Sciences instructors when needed.

Student Support/Evaluation:

- Provide written and verbal feedback to the students;
- Meet with students to review strengths and weaknesses;
- Conduct student evaluations;
- Recommend and facilitate tutorials and retests for students when required;
- Document student progress for student records;
- Provide support resources to students during the training program;
- Identify students that require additional support and direct them to the appropriate student support service;
- Serve as a primary link between students and the Program Manager;
- Participate in curriculum development and program review and accreditation cycles;
- Create and edit curriculum within JIBC Learning Management System (Blackboard) as a Subject Matter Expert;
- Perform related duties, as assigned.

Other Responsibilities:

- Responsible for the advance planning of the instructor teaching schedule by ensuring it is prepared a term or two in advance;
- Scheduling sessional instructors or other EMR lead instructors, if available, to teach additional courses offered on campus and to cover any absences;
- Support or teach in other program areas, such as PCP, or international programs, if needed or directed by Program Manager;
- Participate in Lead Instructor meetings;
- Collaborate with other EMR Regional Lead Instructors and Program Managers to work toward best practices in the classroom and in applying relevant program and institutional policies, procedures and guidelines;
- Collaborate with EMR, PCP and ACP Lead Instructors for integrated learning opportunities and finding efficiencies among program areas with space and equipment use;
- Ensure the proper management and care of program equipment, ambulance and instructor supplies;
- Maintain adequate inventory of soft supplies, equipment and teaching materials for each course offered and maintain orderly stock room and assist paramedic stores clerk, if needed;
- Other duties as assigned.

Qualifications & Requirements:

Education and Training

- Minimum: Primary Care Paramedic or equivalent certification/diploma;
- Canadian Red Cross (CRC) Professional Instructor Certification or CRC Basic Life Support Instructor certification;
- A Provincial Instructor Diploma (or equivalent) and/or a related post-secondary diploma or degree would be considered assets for this position.

Knowledge, Skills and Experience

- Minimum of 1 year teaching experience at the EMR level (and/or in a related field), supplemented by at least 2 years related experience at the PCP level (or higher) Paramedic;
- Minimum 3 years' experience in similar administrative capacity, preferably within an education setting;
- Experience as an instructor, evaluator or similar role, delivering PCP, EMR, FR and/or FA courses;
- Effective communication skills (written and oral). Ability to effectively instruct online and in a class room setting;
- Excellent organizational and problem-solving skills with a proven ability to work under pressure while satisfying students' requests and applying relevant program and institutional policies, procedures and guidelines;
- Ability to maintain effective working relationships with the students, Regional Training Coordinators, Program Managers, Full-time and Sessional Instructors, Program Medical Director and others;
- Demonstrated proficiency at the intermediate level in Microsoft Office applications, including Microsoft Teams, Student Learning Management Systems (Blackboard), Collaborate, web browser applications, the use of mobile devices, computers, and other relevant technologies;
- Demonstrated ability to manage competing priorities;
- Excellent analytical and problem solving skills;
- Excellent attention to detail and proven ability to meet deadlines;
- Strong collaborative leadership and conflict resolution skills;
- Demonstrated ability to exercise judgment and sensitivity working with complex issues;
- Ability to travel within assigned training region as well as other regions of the province, when required;
- Ability to have a flexible schedule in order to work weekends or evenings, if necessary.

Additional Information:

This **full-time term** position includes a competitive compensation package including:

- 20 days' vacation and 10 personal days per annum (pro-rated in first year of hire)
- Defined benefit pension - College Pension Plan
- Competitive benefits plan, including extended health and dental (effective 1st of the month following 3 months' employment)

Salary Range: \$76,662 - \$85,180 per annum (Fair Comparison Job Level P3)

Posting Date: November 20, 2020

Closing Date: December 7, 2020

Start Date: January 2021

End Date: January 2022

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #50-53 via email to: Human Resources at hr@jibc.ca

For more information about this position, please contact:

Emmett Wallace, Program Manager, Medical Responder Programs, Health Sciences Division, ewallace@jibc.ca

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