



# JOB POSTING

**Date:** June 2, 2021

**Competition:** #21-30

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## APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

**Position:** Lead Instructor, Advanced Care Paramedic (ACP) Program – New Westminster

**Division:** Health Sciences Division, School of Health, Community and Social Justice

**Location:** New Westminster Campus

**Reporting To:** Program Manager, Advanced Care Paramedic Program

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### 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:

The Lead Instructor, Advanced Care Paramedic is a liaison between students, instructors and the program. The Lead Instructor, ACP oversees the classroom, instructor and course schedules and ensures the proper equipment is ready for each class. Responsibilities also include ensuring all exams are current and administered as per the JIBC and ACP Program Guidelines.

### Primary Responsibilities:

#### Teaching and Classroom Support:

- Teach and be a consistent presence for students and sessional faculty in the classroom in all courses in the ACP program;
- Supervise and coach sessional faculty who co-teach in the program;
- Lead online components of the program. Average teaching load per week when classes are in session is 21 – 24 hours per week;
- Meet and work with students regarding their academic progression, and completing Education Plans as required;
- Audit competency attainment of students throughout program;
- Collaborate with ACP Academic Writing Team and Practice Education Leads (PELS), ensuring consistent and quality delivery of the ACP program.

**Administrative Activities:**

- Develop and communicate course schedules and faculty schedules to ensure the seamless delivery of the ACP program;
- Update student resources, such as Blackboard as required throughout program;
- Perform administrative tasks related to program delivery such as exam preparation, curriculum development and quality assurance.

**Related Activities:**

- Promote and support student and faculty research projects and conduct research projects;
- Attend and present topics at conferences as appropriate;
- Participate in relevant committee work, including accreditation, program development/redesign, and other curriculum related projects.

**Qualifications & Requirements:****Academic:**

- Master's Degree, or higher, in relevant academic field (e.g. Health Sciences, Education, Clinical Practice) would be an asset.

**Related Experience:**

- Recent (within five years) direct work experience in the field as a ACP (or higher) Paramedic;
- Experience as an instructor, evaluator or similar role, delivering ACP, PCP, EMR, FR and/or FA courses;
- JIBC INDC-1110 Essential Skills for Training and Facilitation course, or equivalent courses in Adult Education, and/or instructional design.

**Other Knowledge/Training:**

- Have a background in, and a solid knowledge of concepts and practices associated with paramedicine;
- A demonstrated commitment to Education (preferably through previous teaching at the post-secondary level);
- An interest and aptitude for leading and working in a highly collaborative team environment, and administrative competencies including supervision;
- Ability to facilitate all courses within the ACP program - this position provides coordination and administrative leadership for educational aspects of the program and participates in scholarly activity and research as it relates to paramedicine;
- Familiarity with learning technologies, and various supervision models;
- Demonstrated proficiency at the intermediate level in Microsoft Office applications, web browser applications, use of mobile devices and Blackboard;
- Demonstrated ability to exercise judgment and sensitivity working with complex issues;
- Excellent organizational and problem-solving skills, with a proven ability to work under pressure while responding to students' requests;
- Excellent interpersonal, written and oral communication skills;
- Proven ability to work as a team member, maintaining effective working relationships with the Program Manager, Students, Sessional Instructors, Nurse Clinicians, Field Preceptors, Chief Medical Officer and others.

**We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.**

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

**Posting Date:** June 2, 2021

**Closing Date:** June 23, 2021

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #21-30 via email to: Human Resources at [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact:

Olly Oxbury, Program Manager, Advanced Care Paramedic Program, Health Sciences Division, [ooxbury@jibc.ca](mailto:ooxbury@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.

