



Date: December 21, 2022

Competition: # 22-117A

**APPLICATIONS ARE INVITED
FOR THE FOLLOWING FULL-TIME TERM POSITION
(January 23, 2023 to February 16, 2024)**

Position: Program Assistant, Practice Education

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

Reporting To: Program Manager, Practice Education

Justice Institute of British Columbia:

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

Position Summary:

The Practice Education (PE) Team coordinates ambulance, hospital, and community-based program placements for students in the Primary Care Paramedic and Advanced Care Paramedic programs, as well as placements for learners in customized training programs. The PE Team works closely with the program areas creating capacity for practice education placements in BC and across Canada, as well as building and maintaining relationships with stakeholders. This primarily role of the Program Assistant is the overall scheduling of students practice education placements.

Primary Responsibilities:

- Constant communication with Provincial Health Services Authority's (PHSA) Preceptor Admin and JIBC clinical practice educators to ensure program requirements for student practice education placements are being met;
- Tracking scheduling availability of clinical practice educators, physicians and preceptors to meet program demand;
- Entering placement requests in Health Sciences Placement Network (HSPnet);
- Developing and maintaining monthly student placement schedules in excel spreadsheets;
- Communicating student placement schedules to students and program staff;
- Responding to frequent scheduling changes through problem solving, tracking changes, and notifying students, program staff and other stakeholders;

- Supporting process for collecting feedback on student performance and clinician/preceptor performance;
- Attending and participating in PE Team meetings and Health Sciences Division huddles;
- Providing student placement scheduling summaries and updates to Program Manager, Practice Education;
- Collaborating with the PE Team to project annual requirements for paramedic student placements at selected clinical sites and on ambulance;
- Performing other related duties, as assigned.

Qualifications & Requirements:

- Secondary school graduate with a minimum of three (3) years of related work experience;;
- Intermediate level of proficiency in MS Office - primarily Excel and Word, and Outlook;
- Strong customer service skills and the ability to exercise tact, diplomacy, and patience in dealing with others;
- Strong organizational skills with a proven ability to work well under pressure;
- Excellent verbal and written communication skills, including accurate spelling, grammar and proofreading;
- Demonstrated ability to engage in mutual problem solving and resolve issues in an assertive and professional manner;
- Demonstrated ability to pay close attention to detail;
- Proven ability to work in a fast-paced and high-volume work environment with frequent interruptions, while maintaining a high level of accuracy;
- Strong time management skills with the ability to establish and carry out priorities, problem solve, and meet deadlines in a fast-paced environment;
- Ability to follow processes and procedures, and contribute to continuous workflow improvements;
- Positive attitude with the demonstrated ability to work collaboratively and participate as a full member of the team;
- Proven ability to establish and maintain effective working relationships with a diverse group of internal and external stakeholders;
- Ability to project a professional image of JIBC in all dealings with others;
- Adaptable and able to learn new skills quickly;
- Independent, self-directed and resourceful.

Hours of Work: Monday to Friday, 8:30 am to 4:30 pm with a one-hour lunch and two 15 minute breaks. Hours of work may vary to meet operational needs.

Salary Range: \$1,687.51 to \$1,804.15 bi-weekly (BCGEU Salary Grid 9)

Posting Date: December 21, 2022

Closing Date: January 6, 2023

Start Date: January 23, 2023

Please feel free to contact Kim Aubert (kaubert@jibc.ca) for more information about this position.

PLEASE SUBMIT YOUR RESUME TO HUMAN RESOURCES at hr@jibc.ca BY 3:30 PM ON THE CLOSING DATE.

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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