



Date: February 1, 2024

Competition: # 24-05A

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position: Program Representative, Practice Education (Position #1000228)

Division: Health Sciences Division

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:

This position provides administrative and operational support for student practice education for HSD programs. The scope of this position includes administration related to the delivery of practice education including some scheduling and training, onboarding clinical practice educators, development and maintenance of tools, systems, surveys, and internal processes and procedures, and website development, updates and maintenance.

Primary Responsibilities:

- Identifies pre-placement requirements for practice education in all HSD programs.
- Maintains, updates and evaluates tracking systems used to ensure students are meeting all pre-placement requirements.
- Maintains databases identifying clinical educators, capacity at specific sites, instructor/student ratios, and clinical site details.
- Develops and implements system and service improvements to ensure effective and efficient delivery of practice education.
- Designs, monitors, and maintains practice education processes and procedures, and liaises with Manager, Practice Education and Program Planners to ensure consistency across HSC programs and JIBC.
- Updates and maintains preceptor and clinician user profiles in CompTracker (electronic competency tracking software).
- Develops and maintains the Practice Education Resources Centre (WordPress site).
- Optimizes and maintains HSD practice education content on Health Sciences Placement Network (HSPnet), and ensures staff are trained to use the system to its full potential for student scheduling.

- Maintains delivery of online Global Rating Scale training for Advanced Care Paramedic preceptors.
- Participates in onboarding new clinical practice educators.
- Participates on the HSD faculty newsletter committee and submits content related to practice education.
- Provides administrative support for accreditation related to practice education.
- Creates and maintains documents, forms, and templates using Microsoft Office applications such as Excel, Word, PowerPoint, and Adobe products such as Acrobat, InDesign, Visio, and Photoshop.
- Optimizes efficiency and effectiveness through records management in accordance with ARCS & ORCS.
- Participates in the quality assurance process by creating and reporting results on surveys, managing links, and maintaining resources, information and data.
- Performs administrative duties including but not limited to coordinating meetings, creating agendas and taking minutes, monitoring practice education related email inboxes, building information packages, supporting research activities, supporting workshop delivery for practice education.
- Schedules student practice education placements, as needed.
- Trains new Program Assistants in student scheduling processes and procedures.
- Other duties as assigned by Manager, Practice Education.

Qualifications & Requirements:

- Secondary school graduation, plus five years of related office experience; or an acceptable equivalent combination of education, training and experience.
- Customer service experience, preferably in a post-secondary setting, or an acceptable equivalent combination of education, training and experience.
- Intermediate to advanced skills with Adobe products (Acrobat, InDesign, Visio, Photoshop) and Microsoft applications (Excel, Teams, Word, Visio, Outlook).
- Demonstrated ability to establish and maintain internal and external relationships, work in a team environment and build rapport and trust.
- Strong time management skills with the demonstrated ability to manage competing priorities and function productively in an intensive multi-tasked work environment.
- Independent, self-directed, and resourceful.
- Adaptable and able to learn new skills quickly.
- Critical thinking skills and experience in making independent decisions in an environment with shifting priorities and competing demands.
- Strong collaborative leadership and conflict resolution skills.
- Excellent analytical and problem solving skills.
- Strong attention to detail and proven ability to meet deadlines.
- Excellent organization and written and oral communication skills.
- Working knowledge of Blackboard, Colleague, Qualtrics survey tool, and WordPress Backend would be an asset.
- Proven ability to provide excellent customer service.

Additional Information:

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, and team needs.

We offer a total compensation package that includes Extended Health and Dental Benefits, and enrollment in the Municipal Pension Plan after six months. In addition, we offer 15 vacation days annually (pro-rated in first year), as well as generous other leave entitlements.

Salary Range: \$1,879.50 to \$2,127.30 bi-weekly (BCGEU Position – Grid 11)

Posting Date: February 1, 2024

Closing Date: Open until Filled

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

Please submit a resume/CV, cover letter and copies of academic credentials, quoting Competition #24-05A via email to hr@jibc.ca.

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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