



JOB POSTING

Date: October 17, 2019

Competition: #19-73A

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL TIME REGULAR POSITION

Position: Program Assistant, Practice Education Paramedic Scheduling

Division: Health Sciences Division, School of Health, Community & Social Justice
New Westminster Campus

Reporting To: Coordinator, Practice Education, Health Sciences Division

Justice Institute of British Columbia:

Justice Institute of British Columbia (JIBC) is Canada's leading public safety educator – a public post-secondary educational institution that has earned a worldwide reputation for excellence and innovation. JIBC educational programs and services are delivered to government agencies, community organizations, private corporations and the general public in communities throughout the province and around the world. Each year, the JIBC's distinctive applied educational learning model attracts an average of 27,000 students, many of whom return as students throughout their careers.

Health Sciences Division:

For the past 30 years, the Health Sciences Division (HSD) has been delivering paramedic and continuing medical education provincially, nationally, and internationally. HSD students range from first responders, paramedics, nurses, physicians, and allied health professionals. The HSD is known as an innovator in many areas – from the use of simulation to the introduction of new professional programs based on the knowledge of applied research.

The HSD Practice Education (PE) Team coordinates hospital and ambulance placements for Primary and Advanced Care Paramedic students, 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.

Position Summary:

The PE Team's two Program Assistants are primarily responsible for the overall scheduling of students in hospital shifts and ambulance practicum 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;
- Track scheduling availability of clinicians, physicians and preceptors to meet program demands;
- Entering clinical student placement requests in Health Sciences Placement Network (HSPnet) for hospitals throughout BC and in other provinces;
- Maintain a master database identifying clinical and ambulance capacity at specific sites, instructor/student ratios, and program skills and competency requirements for field evaluation at different training levels;
- Develop and maintain monthly student placement schedules in excel spreadsheets;
- Communicate student placement schedules with students and program staff;

- Support process for collecting feedback on student performance, clinician/preceptor performance, and suitability of training through selected program evaluations;
- Attend and participate in PE Team meetings and Health Sciences Division weekly huddles;
- Provide student placement scheduling summaries and updates to Coordinator, Practice Education, as required;
- In conjunction with the PE Team, project annual requirements for paramedic student placements at selected clinical sites and on ambulance;
- Perform other related duties, as assigned.

Qualifications & Requirements:

- Secondary school graduate with a minimum of 3 years' related work experience;
- Customer service experience (preferably in a post-secondary setting); or an acceptable equivalent combination of education, training and experience;
- Intermediate level of proficiency in MS Office - primarily Excel and Word, Outlook and Internet.

Key competencies required:

- 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 pay close attention to detail;
- Proven ability to work in a fast paced and 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 follow processes and procedures, and contribute to continuous workflow improvements;
- Demonstrated ability to work collaboratively and contribute towards a positive work environment;
- Time management skills with the ability to establish and carry out priorities, problem solve, and meet deadlines in a fast-paced environment;
- Proven 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;
- Adaptable and able to learn new skills;
- 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.

Salary:	\$1,590.18 - \$1,700.09 bi-weekly (BCGEU Salary Grid 9)
Posting Date:	October 17, 2019
Closing Date:	October 24, 2019
Start Date:	As soon as possible

Please submit a *resume/CV, cover letter and copies of academic credentials* quoting Competition #19-73A to:

E-mail: hr@jibc.ca

For more information, please contact:

Kim Aubert, Coordinator, Practice Education
604-528-5572 | kaubert@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.

