



**Date:** May 9, 2023

**Competition:** #23-39

---

**APPLICATIONS ARE INVITED FOR THE FOLLOWING PART-TIME TERM POSITION  
(UNTIL MAY 2024)**

**Position:** Instructor, Primary Care Paramedic Program (Position #1000323)

**Division:** Health Sciences Division

**Location:** Kelowna Campus

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

---

**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 educational learning model attracts an average of 27,000 students, many of whom return as students throughout their careers.

**Position Summary:**

The Health Sciences Division at the Justice Institute of British Columbia invites applications for this part-time (3-days/week) term Fair Comparison Instructor position with the Primary Care Paramedic (PCP) Program. Primary responsibility includes day-to-day classroom instruction in the PCP Program. This position works collaboratively with the Regional Training Coordinators, Practice Education Coordinator, Program Managers, Program Faculty and Staff to ensure consistent delivery of program objectives and proactively address instructional issues.

**Primary Responsibilities:**

Working in collaboration with program and Division staff this position has the following classroom teaching and student support functions:

- Has the ability to deliver and delivers all portions of the PCP program instruction within the pre-determined curriculum;
- Uses a variety of proven instruction methods based on an applied experiential learning model to deliver all portions of the PCP program instruction within the pre-determined curriculum;
- Leads and works collaboratively with other sessional faculty to deliver all portions of the PCP program instruction within the pre-determined curriculum;
- Orients and mentors new faculty;
- Provides written and verbal feedback to the students;
- Meets with students to review strengths and weaknesses;
- Conducts student evaluations;
- Provides facilitation of on-line components and/or liaises with on-line facilitators;

- Recommends and facilitates tutorials and retests for students when required;
- Documents student progress for student records;
- Provides support resources to students during the training program;
- Identifies 'at-risk' students and directs them to the appropriate Student Support Services;
- Serves as a primary link between students and the Regional Training Coordinator and Program Managers;
- Works collaboratively with the Regional Training Coordinator and Program Managers to ensure consistency of delivery in the classroom and proactively address related instructional issues;
- Documents, clarifies and communicates student content issues with other support instructors;
- Manages the delivery schedule on a day-to-day basis, and liaises with other Sessional Instructors and Contract Instructors, in this regard;
- Assists with the provision of liaison support to students while in the Practice Education components of the program;
- Participates in PCP Program meetings as required;
- Participates in Regional Lead Instructor meetings;
- Collaborates with other PCP Regional Lead Instructors, Regional Training Coordinators and Program Managers to work toward best practice in the classroom and in applying relevant program and institutional policies, procedures and guidelines;
- Collaborates with EMR and ACP Lead Instructors at the campus for integrated learning opportunities and finding efficiencies among program areas with space and equipment use;
- Collaborates with Program Assistant for management of instructor supplies;
- Collaborates with Paramedic Stores for care of program equipment and ambulances;
- Conducts student logbook reviews and meets with students to review competency attainment/signoff;
- Commits to maintaining currency within the paramedic field, and personal and professional growth in education, technology and leadership;
- Participates in curriculum development and program review and accreditation cycles
- Administers requirements for program accreditation;
- Collaborates with Distributed Learning PCP course faculty;
- Performs related duties, as assigned.

## **Qualifications & Requirements:**

### **Education and Training**

- Bachelor's Degree, or equivalent, in relevant academic field (e.g. Health Sciences, Education, Clinical Practice);
- Recent (within five years) direct work experience in the field as a PCP (or higher) Paramedic;
- JIBC INDC-1110 Essential Skills for Training and Facilitation course, or equivalent courses in Adult Education, and/or instructional design

### **Knowledge, Skills and Experience**

- Familiarity with learning technologies, and various supervision models;
- Experience as an instructor, evaluator or similar role, delivering PCP, EMR, FR and/or FA courses;
- Demonstrated proficiency at the intermediate level in Microsoft Office applications, web browser applications, use of mobile devices and Blackboard.
- Excellent organizational and problem-solving skills, with a proven ability to work under pressure while responding to students' requests;
- Demonstrated ability to exercise judgment and sensitivity working with complex issues;
- Excellent interpersonal, written and oral communication skills;
- Proven ability to work as a team member, maintaining effective working relationships with the Regional Training Coordinators, Program Manager, Sessional Instructors, Nurse Clinicians, Field Preceptors, Chief Medical Officer and others;
- Ability to travel, when required.

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.

---

**Salary Range:** \$81,190.20 to \$90,162.80 per annum (Fair Comparison Faculty Equivalent Job Level P3)

**Posting Date:** May 9, 2023

**Closing Date:** Open Until Filled

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #23-39 via email to: People and Culture at [hr@jibc.ca](mailto:hr@jibc.ca)

For more information about this position, please contact: Michelle Finlay, Program Manager at [mfinlay@jibc.ca](mailto:mfinlay@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.



**Justice  
Institute**  
BRITISH COLUMBIA

LEARNING THAT TAKES YOU BEYOND