



Date: November 9, 2023

Competition: #23-105

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

Position:	Regional Training Coordinator (1000119)
Division:	Health Sciences Division – Paramedic Academy
Location:	Victoria Campus, Vancouver Island, BC
Reporting To:	Program Manager, Primary Care Paramedic Program

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.

Position Summary:

The Health Sciences Division – Paramedic Academy at JIBC invites applications for the position of Regional Training Coordinator based at the JIBC campus in Victoria. Reporting to the Program Manager of the Primary Care Paramedic (PCP) program, the Regional Training Coordinator (RTC) is primarily responsible for delivery of Primary Care Paramedic (PCP) Program delivery on Vancouver Island other rural delivery location in BC. Travel is required for this position.

Primary Responsibilities:

Working in collaboration with program and division staff:

Program Coordination

- Coordinates delivery and evaluation of face-to-face and online components of the PCP program;
- Supports curriculum development and online learning of PCP courses delivered through Blackboard, including initiation of updates and ensuring distribution of PCP content through Blackboard;
- Facilitates online components of the PCP program;
- Ensures consistent and fair evaluations of program examinations;
- Maintains integrity and continuity of course outcomes and content;
- Ensures student tracking, program administration and documentation processes are maintained and consistent across training sites;
- Advises and assists with curriculum updating;
- Ensures quality classroom instruction;
- Identifies need for, orders, and maintains program delivery supplies and equipment for the training region;
- Support revision of PCP Program curriculum and other learning resources;
- Reviews and verifies PCP program expenditures for the training region.

Faculty Oversight

- Coordinates teaching faculty for the PCP program, and supports faculty delivering other HSD programs in the region:

- In conjunction with the Program Manager, provides input into the recruitment, selection, orientation and development of sessional instructors;
- In conjunction with the Program Manager, monitors and evaluates instructional faculty for the region.

Stakeholder Relations

- Supports regional promotion of the PCP program and EMR course;
- Supports the Practice Education team by liaising with clinical sites and preceptor workshops within the regions to maintain and grow placement capacity.

Qualifications & Requirements:

Education and Training

- Post-secondary diploma or degree in a related field or an acceptable equivalent level of training and experience;
- Professional qualifications in Paramedicine at Primary Care Paramedic level or above;
- Certificate in training and facilitation or adult education is an asset.

Knowledge, Skills and Experience

- Minimum 3 years' experience in similar administrative capacity, preferably within an education setting;
- Experience as an instructor, evaluator or similar role, delivering PCP, EMR, FR and/or FA courses;
- Demonstrated ability to build and maintain internal and external relationships, work in a team environment and build rapport and trust;
- Advanced Microsoft Office experience with strong formatting and data management skills;
- Basic to Intermediate level skills in using Blackboard;
- Demonstrated ability to manage competing priorities;
- Excellent analytical and problem solving skills;
- Excellent attention to detail and proven ability to meet deadlines;
- Strong collaborative leadership and conflict resolution skills;
- 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 and provide excellent customer service;
- Ability to travel within assigned training region as well as other regions of the province, 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: \$86,668.40 to \$96,241.60 per annum (Fair Comparison Faculty Equivalent Job Level P3)

Posting Date: November 9, 2023

Closing Date: Until position is filled

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #23-105 via email to: People and Culture at hr@jibc.ca

For more information about this position, please contact:
Michelle Finlay at 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.



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