

JOB POSTING

Lead Instructor, Medical Responder Program

Full-time, Salaried

Posting Date: 6 March 2024

Closing Date: 20 March 2024

Organizational Summary

Columbia Medical Training is one of British Columbia's largest private first aid and medical responder training institutions, offering a variety of programs including CPR & Basic First Aid courses, as well as Occupational First Aid, First Responder, and Emergency Medical Responder training. We pride ourselves on embracing progressive approaches to learning and providing an engaging and fulfilling educational experience for our students.

Headquartered in Langley, BC, we deliver our programs at permanent locations in Victoria and Langley, as well as on a rotational schedule throughout the province in many historically underserved communities.

Columbia Medical Training is a part of Columbia Learning Group, a leader in paramedic and first aid training and curriculum development. Our sister companies, Heartsafe EMS and Columbia Paramedic Academy offer a variety of first aid, medical responder, and paramedic training courses.

Job Summary

We are seeking a knowledgeable and dynamic Lead Instructor to join our Medical Responder program, delivering First Responder (FR) and Emergency Medical Responder (EMR) training throughout the province. Ideally based in either Victoria or Langley, the successful candidate will primarily deliver training at their home base, but will also travel every 1-2 months throughout the province to support delivery of FR and EMR courses.

Reporting to the Director, Learning the Lead Instructor serves as the school's leader for all aspects of the Medical Responder program. This not only includes instructing FR and EMR courses, but also training new instructors, providing quality assurance checks with Training Affiliates (other private & public schools delivering our curriculum), and working

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as a member of our curriculum development team as they continually work to build and refine content for the FR & EMR courses.

This position is structured as a “Full time, Salaried” position. We are seeking candidates interested in having this role become their primary employment. That said, we are open to arrangements (ex. 4-day schedules, LWOP, etc.) that would allow the successful candidate to continue casual work as a EMR/Paramedic if that interests her/him, as we see value in their maintaining patient contacts and continuing to build experience.

While the ideal candidate would be based in either Victoria or Langley, this is not a requirement as our goal is to find the best instructor, not the most conveniently located. As such, we welcome applications from instructors throughout British Columbia, with the understanding that those based outside Victoria or Langley would be required to travel more often.

Key Responsibilities and Duties

- Deliver classroom instruction First Responder and Emergency Medical Responder courses
- Delivering Instructor Training courses for new FR/EMR Instructors
- Supervising classroom co-teaches for new FR/EMR Instructors
- Performing classroom mentoring for existing FR/EMR Instructors
- Ensure proper care and management of equipment and classroom supplies; ensure equipment is prepared and ready for class use, request additional supplies or equipment when needed
- Participate and assist with implementation of Learning Plans for unsuccessful students

Skills and Qualifications

- Demonstrated ability to multitask, and to manage competing priorities to meet deadlines
- Excellent organizational skills and attention to detail
- Previous teaching experience at OFA 3 and/or EMR level, or above
- Strong written and verbal communication skills, including the ability to respond in a professional, courteous and concise manner
- Demonstrated ability to work independently with minimal supervision
- Ability to exercise judgement and discretion in preparing student records
- Have held an EMALB Emergency Medical Responder license, or equivalent/higher
- Knowledge of EMALB processes and protocols and familiarity with BCEHS operations is an asset, but not required

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- Successful completion of an ISW Network instructing workshop is an asset, but not required

Working Relationships

- Administrative Assistants (Langley & Victoria)
- Manager, Operations
- Director, Learning

Compensation and Benefits

This position earns an annual salary of \$70,000 - \$85,000, with a scheduled 40 hours of work per week. We also offer 3 weeks' starting paid vacation pay, 10 annual paid sick leave days (which can be used for yourself or to care for immediate family members), and the option of employer paid medical benefits or an additional amount paid in lieu.

While the classroom time is typically business hours Monday – Friday, for administrative work we offer flexible scheduling practices that can include shifting schedules, telecommuting and banking time off, subject to operational requirements. We are keen to support work/life balance for all of our staff, and to that end we are open to LWOP or other arrangements if needed to allow additional free time for studying/work/personal commitments outside of this role.

Summary

If you are someone with a passion for both teaching and pre-hospital care, who is excited to mentor and train new medical responders in a supportive learning environment, and who is seeking an employer keen to support your own professional development while offering a flexible schedule, this is the position and school for you.

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We welcome questions from potential applicants. Please contact Ryan Curr, Director, Learning, by emailing ryan@columbialearning.ca to discuss the posting or any other questions you may have.

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