



MEMORANDUM

To: SGEU Staff
From: Bailey Williams
HR Director
Date: April 11, 2022
Re: **Posting Notice**

Attached is a posting for two Primary Care Paramedic Lead Instructor positions in the Humboldt location. Applications must be accompanied by an updated resume. With regards to appointments, the following articles from the Collective Agreement are pertinent:

4.2 Filling Positions by Competition

Vacancies and new positions covered in the scope of this Agreement that the College chooses to fill shall be subject to in-service competition by all employees.

4.3 Job Postings

A competition shall allow a minimum of two (2) weeks for applications to be submitted and shall be announced to all employees in the form of a bulletin posted in a prominent position in the College Offices and/or on the College website.

This in-service competition will end on **May 31, 2022**. Applications received on or before that date will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

Human Resources Department
P.O. Box 720
Humboldt, SK S0K 2A0
careers@carltontrailcollege.com
Tel: (306) 682-2623
Fax: (306) 682-1348

4.6 Role of Seniority in Appointments

Subject to Article 4.2, the applicant with the most seniority in the College and having the necessary qualifications, knowledge, education and skills to do the job shall be appointed to the position.

If you have any questions regarding seniority, do not hesitate to contact me.

In all cases, salaries and benefits are according to the respective classification in the Collective Agreement.

| | |
|-----------------------|--|
| Position Title: | Lead Instructor (2 vacancies) |
| Classification: | Instructional |
| Position Description: | Attached |
| Appointment Dates: | September 4, 2022 – January 21, 2024 <i>75 days (plus an allowance for coursework commensurate with program changes and incumbent's qualifications)</i> |
| Hours of Work: | Every second weekend for the duration of the course |
| Wage: | As per Collective Agreement depending on qualifications and experience |
| Location: | Humboldt |

POSITION SUMMARY

The Primary Care Paramedic Lead Instructor position is an in-scope position reporting to the Business & Skills Training Director. The incumbent will provide instruction in the Primary Care Paramedic program.

DUTIES AND RESPONSIBILITIES

- To plan and facilitate the Saskatchewan Polytechnic Primary Care Paramedic (PCP) program delivery including providing tutorial and support, facilitating labs, scenario skill practice, small group and lectures, and evaluating the course and program delivery and the result of the teaching process.
- To manage the learning environment, including online learning to ensure an optimum learning environment in accordance with Saskatchewan Polytechnic Paramedic program policies and accreditation requirements.
- Provide appropriate evaluation, assessment and feedback to students
- Maintain records of achievement, attendance and other student-related information and report such information as required
- Identify resources and equipment appropriate to support curriculum/course implementation
- Be reflective of and responsive to accommodation of special learning needs, including equity groups and diverse learners
- Respond to curriculum/course demands and make necessary adjustments according to learner needs
- Engage learners in learning activities designed to strengthen ties to work and/or career development
- Develop working relationships with appropriate external partners and employers supporting students in work experience
- Pursue professional development opportunities to keep current with employer and educational requirements
- Work cooperatively in an interdependent team environment
- Apply regulations and policies adopted by Carlton Trail College

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills
- Excellent interpersonal skills
- Demonstrated ability to work with individuals with special learning needs
- Ability to work with people from equity groups
- Ability to organize time effectively
- Ability to communicate effectively, both orally and in writing, with students, colleagues, support services and agencies
- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, coworkers, partners, employers and students apprised of important developments.
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act
- Ability to adapt to changes in the work environment, structure, processes, requirements or cultures.
- Operates with integrity at all times
- Demonstrated ability to keep the organizations vision and guiding principles at the forefront of decision making and action
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions
- Demonstrated familiarity with the tools and technologies that support working remotely

EDUCATION

- Completion of an Advanced Care Paramedic (ACP) Program from an approved school.
- Licensed and in good standing with the Saskatchewan College of Paramedics (SCoP)
- Current instructor level status with International Trauma Life Support (ITLS)
- Current instructor level status with Basic Life Support (BLS)
- Current certification in Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Cardiac Life Support (PALS)

Desired Pre-requisites:

- Instructor level status with The Working Mind First Responder (TWMFR formerly R2MR)
- Instructor level status with Gently Persuasive Approach (GPA)
- Instructor level status with Saskatchewan Government Insurance (SGI) Defensive Driving Course
- Instructor level status for Pediatric Education for the Prehospital Provider (PEPP)

EXPERIENCE

- A minimum of two years of recent experience as an ACP
- Experience in adult education is considered an asset.
- Experience in delivering lectures is also considered an asset.