

POSITION AVAILABLE COLLEGE MEDICAL ASSISTANT

In 1974, Pearson College was founded as Lester B. Pearson United World College (UWC) of the Pacific. Pearson College UWC is a unique, highly selective, two-year pre-university school for up to 200 students from across Canada and around the world selected solely on their promise and potential and demonstrated commitment to actively engage in creating a better world. Students currently attend from nearly 160 countries. The College campus, located on the traditional territory of the Beecher Bay (Scia'New) First Nation, is situated on the southernmost tip of Vancouver Island, British Columbia, along the shores of the Pacific Ocean at Pedder Bay. The College is one of 18 UWC schools worldwide.

pearsoncollege.ca

Pearson College UWC is recruiting for an outstanding Medical Assistant to join our team.

Reporting to: College Nurse Manager

Position Summary:

The College Medical Assistant is responsible for providing health care services suited to the needs of the student community; promoting awareness and knowledge of health care issues; supporting the health care program in collaboration with the College Nurse Manager, Dean of Students, Houseparents and the Pearson community; and coordinating training and support with the College Nurse Manager for students in providing emergency First Aid Services.

Major Responsibilities:

- Provide emergency and non-emergency nursing services for students, in conjunction with the College Nurse Manager, in the hours when the College Nurse Manager is not on duty - evenings, weekends and vacations.
- Building and maintaining positive and trusting relationships with the student population including understanding and sensitivity to diverse and multicultural populations.
- A clear understanding of the importance of confidentiality and the requirements for reporting in specific situations, including proper documentation of health records, medical forms and clinical notes.

- During hours of work as directed by the College Nurse Manager, monitor ongoing health concerns of individual students.
- Operate the College Health Centre during hours of work as required and specified by the College Nurse Manager.
- Support the College Nurse Manager in establishing and building working relationships with professional health resources in the community at large.
- Support the College Nurse Manager in promoting and educating the College on health programs including personal responsibility for healthy living.
- Assist the Pearson College Emergency Response Team (PCERT) in practice and scenario-based training.
- Participate in Community Activity Service (CAS) week and be available for calls during Project Week and other times students are not on campus and involved in College-sanctioned activities.
- Participate as a fully engaged member of the Pearson community.
- Attend meetings on campus during working hours as directed by College Nurse Manager or according to campus needs.
- Other duties as assigned by the College Nurse Manager

Education, Skills and Experience:

- Licensed as a Practical Nurse (LPN) or similar certification i.e. Paramedic, minimum OFA3 qualification
- CPR C and Standard First Aid
- International and multicultural experience, primarily working with diverse youth
- Demonstrated ability to build and maintain relationships
- Class 5 Driver's License, Class 4 preferred

Compensation & Organization

This position is 29 hours per week primarily evening and weekends with a requirement to be available for calls outside of normal working hours on evenings and weekends as directed by College Nurse Manager. The position is an annual term contract for 39 weeks per year starting in mid-August and ending early June. Starting hourly rate will be between \$30.00-35.00 based on experience.

Critical to this position is building relationships with the student body and the community, therefore it would be ideal if the College Medical Assistant would live on campus year-round and participate in residential life with a commitment to UWC values. The College will provide accommodation on campus at a reduced rental rate.



Applications will be accepted until the position is filled. Only candidates selected for an interview will be contacted. Résumés and a cover letter can be emailed to hr@pearsoncollege.ca.

Pearson College UWC is committed to diversity and equity in employment. All qualified applicants are encouraged to apply; however, Canadians and permanent residents shall be given priority.

LESTER B. PEARSON COLLEGE OF THE PACIFIC AND UNITED WORLD COLLEGES (CANADA) INC

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Located on the unceded territory of the Scia'new (Beecher Bay) First Nation