



Bilingual Technician – New Brunswick

Term: Contractor (2 days or more per month)

Location: Moncton, NB (in-person at Université de Moncton)

Compensation: \$27 per hour

THE OPPORTUNITY

Inspire Global Assessments (Inspire), through its Bilingual assessment centre at Université de Moncton in Moncton, NB, administers assessments for internationally-educated healthcare professionals—specifically those seeking employment as Registered Nurses or Licensed Practical Nurses. The Inspire high-stakes assessment is a comprehensive, multi-faceted competency assessment that evaluates strengths and gaps in entry-level competencies, helps determine readiness to practice, and provides direction for remediation.

The Technician works behind the scenes of the Simulation Lab Assessment (SLA) by providing technical support in a variety of areas. The Technician is responsible for operating assessment simulators, creating audio and video recordings of assessment activities, and ensuring appropriate management of physical and digital assessment materials. The Technician also assists in setting up and tearing down simulation environments as needed.

WHO WE ARE

Inspire is owned and operated by the BC College of Nurses and Midwives (BCCNM). BCCNM launched Inspire (formally known as NCAS) in January 2017 as a service for assessing the competencies of nurses and health care aides seeking licensure in BC. The assessment is designed to provide a consistent, rigorous and defensible approach to determining the extent to which potential registrants possess the competencies required to enter practice safely.

BCCNM is committed to treating all applicants and employees with dignity and respect in a workplace free from all forms of discriminatory treatment, behaviour or practice. We strongly encourage submissions from all qualified individuals, including folks who have been systemically excluded from the health sector, not limited to but including Black, Indigenous and racialized people, people living with disabilities, and two-spirit, queer, trans and non-binary persons.

DUTIES/ACCOUNTABILITIES

- Participate in initial training (including self-study, one-on-one, and group training sessions) as needed.
- Participate in live assessment administration by manipulating assessment simulators (e.g., mannequins, monitors).
- Record assessment activities using provided audio- and video-recording equipment.

- Assist with room setup, reset, and tear-down using standardized checklists.
- Learn and adhere to Inspire’s policies surrounding retention, storage, and destruction of assessment data.
- Assist with inventory management, organization, and maintenance of supplies as required in SLA day-to-day operations.
- Participate in scenario dry runs as needed.
- Maintain a minimum availability of 2 weekend days per month.
- Foster and maintain an organizational culture that promotes mutual respect, teamwork, and service excellence.

QUALIFICATIONS, SKILLS AND KNOWLEDGE

- At least 2 years of recent experience in Information Technology and/or IT support, or within the computer science field.
- Proven proficiency with hardware such as PC and Mac computers, video cameras and microphones.
- Ability to operate related equipment such as high-fidelity mannequins, audiovisual equipment, and related software applications within a computerized windows operating environment.
- Ability to maintain a standard of absolute confidentiality regarding information and records.
- Effective communication and collaboration skills.
- Ability to receive feedback and apply to practice.
- Physical ability to lift and move moderately heavy equipment.
- Simulation training and/or experience is an asset.
- Positive attitude, approachable personality, and strong organizational skills are preferred.

HOW TO APPLY

Please forward your resume and cover letter to careers@inspireassessments.org. Please use **“Bilingual Technician – NB”** as the subject line of your email. There are multiple positions available and will be filled on a rolling basis, so please apply immediately. To learn more about our organization, please visit www.inspireassessments.org. Thank you for your interest in working with Inspire and BCCNM. While we appreciate all applications, only short-listed candidates will be contacted.