



Site Supervisor – BC

Term: Contractor (3 days or more per month)

Location: Vancouver, BC (in-person at BCIT & Langara College)

Compensation: \$30 per hour

Expected hours: 6 – 24 per week; Weekends as needed

THE OPPORTUNITY

Inspire Global Assessments (Inspire), through its assessment centres located at BCIT and Langara College in Vancouver, administers assessments for internationally-educated healthcare professionals—specifically those seeking employment as Registered Nurses, Registered Psychiatric Nurses, Licensed Practical Nurses, and Health Care Aides. 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.

We are looking for part-time Site Supervisor to support Assessment Centre operations in Vancouver. This event planning and coordination role will provide administrative and operational support for Inspire Global Assessment’s Simulation Lab Assessment (SLA) – a high-stakes examination for health professionals seeking licensure as nurses. Assessments will be scheduled and delivered weekly on Saturdays and Sundays, and subject to assessment taker demand. This would be an excellent role for a healthcare student or professional looking for a unique way to combine your skills with events coordination, offering insight into these health care professions.

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

The NCAS Site Supervisor will be expected to:

- Ensure the NCAS Simulation Lab Assessment is delivered to the highest standards of security, consistency, and confidentiality as per established standards, policies, and procedures.
- With direction from the Manager of Assessment Delivery Services, provide day to day oversight to assessment centre staff on assessment days.
- Coordinate simulation lab assessments, including room set-up, reset and tear-down using standardized checklists purchasing supplies, and securing event dates.
- Facilitate the flow of assessment days, including all aspects of the assessment taker experience.
- Work with Program Coordinators to troubleshoot and address staffing gaps
- Participate in live assessment administration by assisting candidates through check-in, orientation, and check-out, and supervising candidates during scenario transitions.
- Report, respond to, and/or escalate as necessary all assessment site incidents
- Communicate and respond to questions and inquiries from staff and assessment takers
- Support data entering and documenting as needed
- maintain a minimum availability of two weekend days per month as needed
- Foster and maintain an organizational culture that promotes mutual respect, teamwork, and service excellence.

QUALIFICATIONS, SKILLS AND KNOWLEDGE

- Experience in assessment, program, or events management.
- Physical ability to lift and move moderately heavy equipment.
- Experience working in high-paced environment, delivering customer service with speed, care, and attention to detail.
- Exceptional and dynamic interpersonal and communication skills – written and oral.
- Demonstrated experience resolving problems and addressing issues in real-time situations.
- Experience with navigating MS office tools, specifically excel spreadsheets and working on a variety of technology platforms and programs.
- An openness to learning, to taking on new challenges, and to supporting the growth of Inspire Global Assessments.

The following will be considered assets:

- Nursing education and/or experience as a nurse.
- Familiarity with a variety of health care settings.
- Training in simulation education.
- Management experience



HOW TO APPLY

Please forward your resume and cover letter to careers@inspireassessments.org. Please use "**Site Supervisor - BC**" 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.