

INTERNAL & EXTERNAL JOB POSTING

Coordinator, International Medical Graduates (IMG) Bridging Program

(Short term contract to end March, 2026)

ISANS is seeking a full- time **Coordinator, IMG Bridging Program** to join the Employment & Bridging team to lead all activities related to the IMG Bridging Program, working closely with ISANS staff to refer IMG clients to the program, and to ensure the ongoing identification of IMG client needs and issues. Reporting to the Supervisor and the Manager, Employment & Bridging, this position will be responsible for:

- Develop and coordinate the IMG Bridging Program and act as the key liaison and “go to” person for all partners and stakeholders (eg. Dalhousie Learning Resource Centre, Continuing Medical Education etc.)
Collaborate with the employment specialist team and share information about licensure process and resources available for IMG clients
- Develop, organize and co-facilitate the *IMG Clinical Skills Review Program and the Structured Study Group*, including writing medical cases, recruiting volunteer medical assessors, recruiting simulated patients and using online video conferencing tools to reach out to IMGs living in rural Nova Scotia or outside Canada.
- Work in collaboration with the IT team to keep the IMG Bridging program information accessible, current and up to date.
- Promote Observership to clinicians and advocate on behalf of IMGs for possible observership opportunities.
- Plan and deliver regular small group information sessions about the various pathways to licensure for IMGs.
- Ensure that the pathways to licensure document has accurate and up-to-date content.
- Handle logistics for all components of the IMG Bridging Program.
- Research, evaluate, develop, organize and distribute useful self-study and self-assessment resources for IMGs with a particular view to assisting IMGs to begin preparing at the pre-arrival stage.
- Maintain and develop the ISANS resource library for IMGs; liaise with hospital and university libraries to maintain existing partnerships.
- Participate actively in the evaluation of participant outcomes from all the IMG Bridging Program initiatives by identifying milestones of success and tracking IMG progress.
- Respond to potential IMG clients and guide them to the organization intake process
- Participate in the IMG multi Stakeholder Work Group meetings to provide regular progress updates, seek advice and input on the program, and identify and discuss issues and challenges.
- Record all program activities and client data in databases (eg: NewORG and Lampss)
- Understand the different services that ISANS provide and refer IMGs to the appropriate program when required.

The ideal candidate for this position will have the following:

Education:

- University education in a related field (health services administration, health field or similar); completion of the Medical Council of Canada exams is preferred
- Equivalent combination of education and experience will be accepted

Experience:

- 2 years experience in a similar position
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience developing, implementing and evaluating programs or projects

- Experience delivering service face to face and/or online
- Experience in group facilitation
- Experience delivering presentations

Knowledge:

- Knowledge and understanding of the barriers facing international medical graduates
- Thorough knowledge of pathways to licensure for IMGs in Nova Scotia

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office suite and video conferencing software
- Ability to give feedback in an empathetic yet assertive manner
- Additional languages an asset

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment:

- Short-term contract to March 31, 2026
- Full-time, 35 hours per week
- Hybrid work environment: work location will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance of in-person and virtual work.

Commencement Date: ASAP

Closing Date: Thursday May 8, 2025– 4 p.m.

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**