



The **Chinatown Service Center (CSC)** is a nonprofit organization that provides multilingual health and social services, employment training and counseling in the Greater Los Angeles area. For further information on CSC, Visit our web site at <http://www.cscla.org>

**Position:** Simulation Assistant (Part-Time)

**Open Date:** May, 2024

**Closing Date:** Until filled

**Pay Range:** Starting \$22.00 - \$26.00 Per Hour

**Job Purpose:**

Under the supervision of the Simulation Director of Operations, the incumbent will oversee clerical and related administrative work and operate complex simulation manikins, medical equipment, PCs, AV equipment, and other medical simulation technologies. This position will coordinate the setup, use, and maintenance of all simulation/practice equipment in the CSC Health Simulation Center. This role will also provide administrative support to facilitate sessions, assist potential users with programming scenarios, set up simulation sessions, orient participants to the simulators, run simulation operations during sessions, and collaborate with faculty. This position utilizes various office skills and judgment to relieve the Director of Operations of administrative details. General supervision is received from the Director of Operations, who reviews work to ensure satisfactory performance of clerical and administrative duties and to attain desired goals and objectives. The assistant will consult with the simulation faculty and staff on all simulation events and oversee stimulation needs for supplies and equipment.

## Duties and Responsibilities

### Technical Support

- Independently set up skills and simulation scenarios with needed equipment and supplies for educational sessions.
- Operate computer-based multimedia systems and their components, including operating digital cameras, video cameras, audio/video, LCD projectors, and other equipment.
- Assist faculty and learners with different simulator technologies, ranging from task trainers (low fidelity) to computer-based and full-body patient simulators (high fidelity).
- Operate simulation-based software, including Laerdal LLEAP, Gaumard UNI, Learning Space, CAE, and Cerner
- Perform pre-simulation activities, including powering up equipment, manikins, patient monitors, AV equipment, and other electronic equipment and tests, all to ensure proper functioning before each simulation session.
- Perform programming patient scenarios, preparing scenario props, stocking patient rooms and equipment carts with supplies and equipment needed for specific simulation scenarios



- Prepares manikins as appropriate to the simulation scenario, including filling simulated blood and body fluid chambers, applying wounds and dressings, inserting tubes, using moulage, prep CPR equipment
- Perform post-simulation activities, including operating debriefing equipment and cleaning patient rooms, including changing linens, cleaning surfaces, draining simulated blood and body fluids from manikins, and cleaning all equipment
- Program simulation scenarios and revise scripts based on feedback from faculty.
- Attend weekly simulation huddles and weekly simulation staff meetings.
- Serve as the simulation operator during educational sessions.
- Install new hardware and software on simulation equipment and perform upgrades as necessary; perform operational checks on equipment; interface with the equipment manufacturers regarding diagnosing, troubleshooting, and repairing malfunctioning equipment; consult with technical support as required; send out for repair as appropriate; oversee scheduled maintenance.
- Oversee and participate in the ordering and maintenance of supplies, materials, and equipment; acquire and maintain an inventory of materials for instructional programs; create a database for inventory of supplies; store, discard, and rotate materials according to standard procedures; receive, assemble, and test new equipment.
- Conduct routine equipment maintenance, inventory updates, and supply purchases.
- Proactively seek and maintain proficiency and provide reports on existing and emerging technologies, including basic theory, design, and implementation; participate in technical training as necessary; and attend conferences to stay current with simulation technology.
- Evaluate new equipment and identify opportunities for technology improvement and integration into healthcare education.
- Assist staff and learners in using various simulation equipment, materials, and supplies in an instructional setting
- Maintain a clean and safe learning environment and organized supply room.
- Ability to operate office equipment (i.e., copiers, fax machines, printers, etc.) Work requires written and verbal communication skills

### **Administrative Support**

- Provide administrative support to ensure the smooth daily operation of the simulation center
- Order simulation equipment and clinical supplies. Maintain inventory to ensure appropriate levels of all supplies are adequate.
- Keep accurate records of supplies and equipment invoices using Smartheet, SimCapture, and MS Excel.
- Keep track of analytics on equipment and supply usages and foot traffic in the center.

### **Qualifications**

- Bachelor's degree in health sciences, technology, or related area and equivalent experience/training.



- A minimum of 3 years of experience working in simulation with healthcare technology and simulation equipment
- Basic knowledge of medical terminology, anatomy, and physiology.
- Demonstrated experience and knowledge of PC/Mac computer software: MS Word, Excel, Outlook.
- Demonstrated experience and knowledge of AV equipment, including using the Laerdal B-Line Sim Capture system.
- Demonstrated experience working with manufacturers' simulation technology, including Laerdal, Gaumard, CAE, KbPort, EMS, Kaplan iHuman, Nasco, MS Hololense, and SimX, or the ability to learn from these manufacturers within the first year of employment
- Demonstrate ability to complete work accurately and promptly under workload and deadline pressures, fluctuating workload, and frequent interruptions by prioritizing and multitasking.
- Ability to establish and maintain cooperative working relationships with supervisors, staff, and learners
- Excellent ability to work as part of a team.
- Excellent skill in independently setting priorities and time management, accurately reflecting the job's relative importance.
- Demonstrate ability to work independently with minimal supervision.
- Demonstrate ability to work with persons of various backgrounds and ethnicities.
- Ability to work flexible hours, including evenings and weekends when needed. Consistently available during working hours.
- Consistently maintain professional behavior in all interactions with staff, faculty, administration, and students.
- Certified CHSOS or must obtain certification within one year
- Certified BLS or must obtain certification within one year
- Previous experience working in both university and hospital-based simulation labs.
- Previous experience working in clinical or education in nursing and medical programs.

### Physical Demands

- Must be able to remain in a stationary position 50% of the time.
- Ability to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Able to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Able to constantly position yourself to maintain files in file cabinets such as reaching with hands and arms, kneeling, crouching, etc.
- The ability to communicate, detect, converse with, discern, convey, express oneself, and exchange information is crucial for this role.



華埠服務中心  
**Chinatown Service Center**

Simulation Assistant

**Please send your resume to:**

**[cschr@cscla.org](mailto:cschr@cscla.org)**

**Subject: Simulation Assistant**

**Chinatown Service Center is a nondiscrimination equal opportunity employer.  
Reasonable Accommodations are available upon request to individuals with disabilities.**