



AFFILIATES RISK  
MANAGEMENT  
SERVICES, INC.

**Affiliates Risk Management Services, Inc., (ARMS) is currently seeking an Associate Director of Simulation Training** to join their organization. This hybrid, full-time regular position is based in New York, NY.

ARMS is a NY-based nonprofit organization that provides risk and quality management services to help clients enhance patient safety, improve health outcomes, and minimize the risk of loss. ARMS assembles and administers a comprehensive insurance program of coverages and provides risk-mitigation programs, internet-based education and training, and risk and quality management services to reproductive health centers throughout the United States.

### **YOUR ROLE**

This position will report to the Chief Learning and Communications Officer and is responsible for overseeing all aspects of the ARMS PelvicSim® mobile simulation program. This program provides high-fidelity, low-risk training for intrauterine device (IUD) placement and removal, transvaginal (TVUS) and transabdominal (TAUS) ultrasound screening, bimanual exams, and digital anal rectal exams (DARE). The program is currently expanding to include screening for placenta accreta spectrum (PAS), cesarean scar ectopic pregnancy (CSEP), and the provision of first and second-trimester abortion care.

The Associate Director of Simulation Training will provide strategic planning, program expansion, and oversight of logistics, including simulator maintenance and deployment. The role also involves direct training responsibilities, supervision of PelvicSim staff, and collaboration with external healthcare organizations.

### **DUTIES AND RESPONSIBILITIES**

- Direct all logistics and documentation related to the Simulation Training Program.
- Develop and implement strategic and budget planning for the PelvicSim Training Program.
- Oversee the maintenance, testing, and deployment of simulators.
- Lead in-person and hybrid training sessions with affiliates for both didactic and practicum components in partnership with the Risk, Quality, and Patient Safety team.
- Analyze training session data and prepare reports for the Chief Learning and Communications Officer.
- Supervise the documentation of Continuing Education opportunities in collaboration with the CE team.
- Ensure accurate tracking and documentation of all PelvicSim training events in Salesforce.
- Develop new training programs and materials as simulator capabilities evolve.
- Update existing training materials and add new content as appropriate.

- Directly supervise the Manager of Simulation Training and indirectly supervise the Senior Simulation Training Specialist.
- Develop external training programs for healthcare organizations, medical and nursing schools, and pharmaceutical companies as indicated in ARMS's strategic plan.
- Complete special projects as assigned.

## **QUALIFICATIONS**

- Undergraduate degree and licensure as an Advanced Practice Clinician (Nurse Practitioner, Physician Assistant, or Midwife) or Registered Nurse. Advanced degree preferred (MSPH, MPH, MHS, MSN, or equivalent).
- Experience in women's health or reproductive healthcare preferred.
- Experience as a trainer, ideally in healthcare, with simulation training preferred.
- Strong project management skills.
- Excellent organizational and analytical skills with attention to detail.
- Ability to take initiative and multitask effectively.
- Strong communication and presentation skills for various stakeholders.

## **SUPERVISION**

This position directly supervises the Manager of Simulation Training and indirectly supervises the Senior Simulation Training Specialist.

## **BENEFITS:**

ARMS offers a full range of employee and family-friendly benefits including medical, dental, vision, short-term and long-term disability insurance, life insurance, a 401K program with employer contribution plus employer match, paid parental leave, and generous paid time off including vacation, sick leave, holidays, and personal days.

## **SALARY RANGE \$120 - \$130K**

## **APPLICATION:**

**This search is being conducted by OperationsInc, a Human Resources Outsourcing and Consulting firm. Since 2001, OperationsInc has been supporting a base of over 1,400 clients with their diverse and evolving HR needs. Our client is an equal opportunity employer.**

**M/F/H/V**

**Please forward your resume to [michelle\\_kolev@ajg.com](mailto:michelle_kolev@ajg.com).**

Affiliates Risk Management Services, Inc., is an equal employment opportunity employer and is committed to maintaining a non-discriminatory work environment. Affiliates Risk Management Services, Inc. does not discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, sex, pregnancy, reproductive health decision-making, childbirth and related medical conditions, gender, gender identity/expression, transgender status, familial status, caregiver status, national origin, ancestry, age, physical or mental disability, genetic

information or carrier status, status as a victim of domestic violence, sexual assault or stalking, sexual orientation, marital or partnership status, protected military status, veteran status, citizenship status, unemployment status, or any other basis protected by applicable law.

Affiliates Risk Management Services, Inc. is committed to creating a dynamic work environment that values respect and integrity, customer focus, and innovation.