



The District of Timiskaming Social Services Administration Board (www.dtssab.com) supports the development of healthy and self-sufficient communities through the innovative and responsive delivery of Children's Services, Social Housing, Emergency Medical Services and Social Assistance.

Situated between Timmins and North Bay, Timiskaming is a progressive, rural District with a population of approximately 33,000. This vibrant, diverse region offers many opportunities for nature/outdoor enthusiasts, recreation and tourism. Our thriving Timiskaming communities boast affordable housing, English and French schools and colleges, a variety of amenities and shopping, and are immersed with art and cultural opportunities.

We are seeking a motivated Leader to join our Team:

Emergency Medical Services (EMS) Deputy Chief – District of Timiskaming

Permanent Full-Time Position / Throughout the district as required

Competition Number: 16-11

The Emergency Medical Services Program maintains twenty-four hour service between three EMS stations across the North, Central and South areas of the District, which are staffed by approximately 50 full-time and part-time Primary Care Paramedics.

Salary Range: \$84,115 – 96,907 (40 hours per week)

Responsibilities:

Reporting to the Emergency Medical Services Chief, the EMS Deputy Chief is responsible for the effective leadership and direct supervision of Paramedics in their delivery of patient care in keeping with the Ambulance Act and related legislation – where quality, processes, training and team work are key. The Deputy Chief works as an active member of the EMS Management Team, in a collaborated effort, to oversee operations, staffing resources, quality assurance and professional standards, staff continuing medical education, also to maintain the vehicle fleet, manage logistics, capital assets, advance employee and non-union relations, as well as other EMS requirements to ensure the efficient and effective provision of Emergency Medical Services in the District of Timiskaming.

Other responsibilities include:

- Overseeing day-to-day operations and deploying supplies, equipment, vehicles and emergency resources to legislated standards
- Ensuring Paramedics work safely and in compliance with relevant statutes and regulations
- Monitoring staff performance to ensure compliance with policies, procedures and all applicable acts and regulations related to professional standards, quality assurance and requirements through direct observation, dialogue, document review, or other
- Evaluating Paramedic skills to ensure patient care delivery is of the highest quality, determining development and training needs of staff, providing feedback to employees, conducting field training and mentoring individuals, as required
- Reviewing and maintaining patient care records (ePCR), incident, vehicle and equipment reports, ensuring compliance, identifying trends, concerns and/or future training needs
- Monitoring vehicle stock, inspection reports (including service dates), equipment and supply condition and expiration, as well as base inspections to ensure logistical and operational needs are met
- Assisting with the coordination of staff scheduling and the maintenance of staff records related to qualifications and training
- *A draft position description is available upon request. Roles and responsibilities are subject to variation due to a pending operational restructuring. The incumbent is integral to the success of upcoming developments to the DTSSAB's EMS Program*

Qualifications and Experience:

- Post-secondary education in Ambulance and Emergency Care/Paramedic Studies or a related program, valid Advanced Emergency Medical Care Attendant (AEMCA) certification, present certification as an Ontario Paramedic under the Ontario Ambulance Act, with the requisite skills, qualifications, as well as the mental and physical abilities required to perform as a Paramedic from time to time, including the ability to obtain certification through local Base Hospital to perform delegated acts
- Minimum of five (5) years of experience serving as a Paramedic, ideally with a minimum of three (3) years of relevant EMS field/supervisory experience, preferably in a unionized workplace applying policies and a collective agreement, with success directly and effectively managing the performance of direct reports. Equivalent education/experience may be considered
- Knowledge of, as well as the ability to understand, interpret and apply relevant legislation, regulation, policies, and standards
- General knowledge of the operation and maintenance of various types of EMS equipment, vehicles and communication systems
- Professional understanding of Basic Life Support/Advanced Life Support Standards, relevant Provincial Legislation, Regulations, Occupational Health and Safety, Workplace Safety Insurance Board (WSIB), and Acts that govern Emergency Medical Services
- Strong client/patient-service orientation, respect and openness to diversity, as well as tact and diplomacy
- Advanced communication (listening, verbal and written skills), including excellent interpersonal and relationship building abilities for addressing stressful, emotional and sensitive issues with patients, Paramedics, allied agencies, CACC, the public
- Strong conflict resolution, problem-solving and coping skills to effectively resolve complex matters and contentious issues
- Developed research, analytical and information-seeking skills that contribute to sound judgment and effective decision-making
- A high level of initiative and self-direction, as well as the ability to manage competing demands
- Knowledge of adult education, presentation and training techniques is considered an asset
- Advanced computer proficiency and the ability to develop aptitude with the programs/databases used by the DTSSAB (i.e.: JBS)
- The ability to travel regularly throughout the District is required; must possess and maintain requisite driver's license (Class F)
- Availability and willingness to serve as Duty Officer, responding to evening/weekend calls on a 4-week rotating basis, is required

Supervisory references will be requested for candidates invited to an interview. Upon receiving a conditional offer of employment the successful candidate will provide a current Criminal Record Check and a Vulnerable Sector Search as well as a Drivers' Abstract or Statement of Driving Record that are satisfactory to the Employer in its sole discretion. **Applications are to be forwarded by the deadline of 9:00 am, Monday, September 12, 2016 to:**

Human Resources - District of Timiskaming Social Services Administration Board
P.O. Box 6006 New Liskeard, ON P0J 1P0 Fax: (705) 647-8983 Email: hr@dtssab.com

The DTSSAB is an equal opportunity employer. Reasonable accommodation will be provided to applicants with accessibility requirements at all stages of the hiring process. Please contact Human Resources, in confidence, at hr@dtssab.com or (705) 647-7447 ext 2252.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.

Personal information in relation to the hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine eligibility for employment.