



**THE UNITED COUNTIES OF LEEDS AND GRENVILLE
PARAMEDIC SERVICE**

invites applications for:

**PARAMEDIC SERVICE SUPERINTENDENT (Part Time)
PS-20-071**

Start Date: September 27, 2020

Position Summary:

Reporting directly to the Deputy Chief, the Superintendent as the Primary Duty Officer is responsible for ensuring operational readiness of the Paramedic Service and by direct interaction, will monitor, evaluate and supervise paramedics. In addition, the Superintendent will assist with the implementation of training programs for the Paramedics. The Superintendent will support the Chief, Deputy Chief and Commander ensuring compliance with County, Division and Ministry standards, policies and regulations.

Qualifications:

- Two (2) year post-secondary diploma in a paramedic program, or equivalent.
- Maintain current certification by the Regional Paramedic Program of Eastern Ontario at the level of a Primary Care Paramedic (at minimum)
- Additional management training or other relevant education would be an asset.
- Minimum five (5) years' experience as a Paramedic with at least two (2) years of supervisory experience in a unionized setting.
- Knowledge of land ambulance legislation, regulations and current practices pertaining to land ambulance services and personnel.
- Must be competent within the meaning of the Occupational Health and Safety Act R.S.O. 1990 Chapter O.1 as amended and be capable of issuing clearly understandable written and oral instructions.
- Demonstrate knowledge of all legislation and regulations pertinent to the role, including the Collective Agreement and the Highway Traffic Act. They also, has as an understanding of policies and legislation affecting municipal government that impacts functioning in the role.
- Skill in establishing and maintaining good working relations with staff, other departments, allied agencies, and the general public.

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- Ability to implement, deliver and evaluate programs within the paramedic service
 - Knowledge of Quality Assurance, Continued Quality Improvement and other statistical measurement tools is preferred.
 - Certification in CPR, First Aid and Defibrillation Instruction would be an asset.
 - Ability to work independently within a team delivered organizational model.
 - Excellent analytical, problem solving and presentation skills.
 - Excellent written and verbal communication, interpersonal and organizational skills.
 - Computer literacy is required including a variety of software and database applications including Microsoft Office Suite, ePCR platforms, learning management systems, MOH MapLocator and automated vehicle locating systems.
 - Valid Ontario Class "F" Driver's License is required.
 - Ability to work shift work.
 - Must be in good physical condition to perform emergency calls.

Position Responsibilities:

1. Performing the responsibilities of the position within the legislative and regulatory standards set out in the applicable provincial and municipal legislation and regulations. Performing the responsibilities of the position consistent with the operational policies of the United Counties of Leeds and Grenville.
2. Conducts daily supervision of staff.
3. Monitors and ensures Paramedics comply with Basic/Advanced Life Support Patient Care Standards. This will be accomplished by direct observation and review of documentation & patient care on a shift by shift basis. Notifies the secondary duty officer of unusual occurrences and complaints.
4. Monitors and ensures that Paramedics comply with all policies, procedures and regulations established by the United Counties of Leeds and Grenville, Leeds-Grenville Paramedic Servicer, Ontario Ministry of Health and Long-Term Care, Regional Paramedic Program of Eastern Ontario and other various pieces of legislation that may relate to the Paramedics' daily duties and obligations.
5. Protecting own health and safety and that of others by adopting safe work practices. Reporting and taking appropriate action with unsafe conditions immediately; attending all relevant in-services regarding Occupational Health and Safety; and following all guidelines for employees and employers, as legislated under the Ontario Occupational Health and Safety Act.

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6. Investigates accidents, WSIB claims, public complaints, etc. and provides a written investigation report.
7. Assists with the scheduling of Paramedics.
8. Conducts performance reviews and evaluations of staff and takes any necessary corrective action. Makes recommendations to the Deputy Chief/Commander for progressive discipline of staff in accordance with existing policies and procedures.
9. Assists with staff development, and delivering training programs to meet the services educational requirements.
10. Works cooperatively and communicates effectively with Kingston Central Ambulance Communication Centre (CACC) to ensure compliance of the established and approved service deployment plan.
11. Monitor the system and respond to calls to assist crews and provide onsite supervision. Responds as designated site coordinator at multi-casualty incidents acting as liaison between on scene paramedics, CACC, management and/or allied agencies.
12. Reviews operational forms/reports for accuracy and completion and, if necessary, action appropriately prior to submission to the Deputy Chief/Commander.
13. Coordinate all aspects of supplies, fleet and equipment including ensuring distribution, preventative maintenance, inspections, repair of defective equipment and vehicles to ensure operational readiness and compliance with standards and health and safety legislation. Records deficiencies of equipment and vehicles using departmental checklists and schedules and reports any common failures/breakdowns. Conducts research and analysis as assigned.
14. Participates in the strategic and operational planning for the service, makes recommendations for policies, procedures and service improvements, monitoring activities and other administrative functions.
15. Prepares reports, correspondence, maintains detailed statistics and enters data using a variety of software. Maintains daily log and ensures all relevant information is passed on to the oncoming Superintendent.



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16. Promotes and assists the Deputy Chief/Commander with communication plans, public relations activities, and community awareness programs.
 17. Will work a rotating schedule with rotating shifts and will be required to be on-call as primary duty officer from time to time. Provides coverage for other Superintendents as required.
 18. Maintains a high level of confidentiality for the organization and its employees, as per the ***Municipal Freedom of Information and Protection and Privacy Act (MFIPPA), the Ambulance Act, the Personal Health Information Privacy Act, the Labour Relations Act***, and the Ontario Ministry of Health and Long Term Care regulations.
 19. Other related duties may be assigned, as requested and required.

The foregoing Job Description reflects the general duties necessary to describe the principal functions of the job identified, and shall not be construed to be all of the work requirements that may be inherent in this classification.

Applications should be marked "**Competition # PS-20-071**" and submitted online on or before 4pm on July 31, 2020 to: <https://careers.leedsgrenville.com>.

Applicant information is collected under the **Freedom of Information and Protection of Privacy Act (FIPPA)**, and will only be used for candidate selection.

Accommodation at the United Counties of Leeds and Grenville

The United Counties of Leeds and Grenville is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

Applicants are required, in advance, to make any accommodation request know to Human Resources by contacting the department at 1-800-770-2170 extension 2308 or TTY 1-800-539-8685. Human Resources will strive to provide reasonable and appropriate accommodation for all applicants, during the recruitment and selection process, which will ensure the process is conducted in a fair and equitable manner.

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