

SUPERINTENDENT OF COMMUNITY PARAMEDICINE
REGULAR, FULL-TIME POSITION
COMPETITION #ADM 20-61

Dedicated to improving lives, the Kenora District Services Board (KDSB) is the integrated service delivery agency providing help and support when you need it. With forward thinking and engaged employees, we deliver Ontario Works, Social Housing, Early Learning and Child Care, and Land Ambulance to current and future clients.

We are currently seeking to hire a **Superintendent of Community Paramedicine** to join our Land Ambulance team in **Dryden, ON** (with regular travel to all communities within the Kenora District). Our employees enjoy a healthy work environment, development opportunities, and an opportunity to make a difference in the lives of others.

Reporting to the Deputy Chief of Professional Standards and in collaboration with the KDSB administration team, the Superintendent of Community Paramedicine is responsible for researching, developing, maintaining, and evaluating a Community Paramedicine Program (CPP) for the Kenora District.

Key responsibilities include:

- Connecting clients with health and social services, allied agencies, and other stakeholders to fill gaps in community care and to create a more efficient, proactive system of care for our communities.
- Schedule and organize client and stakeholder meetings for self and others conducting Community Paramedic (CP) related duties throughout the Kenora District.
- Investigate best practices, current and future patient care resources (internally and externally), monitor the effectiveness of programs available, and evaluate and improve processes.
- Create and deliver training material and manuals; draft and edit written material; use guidelines and expertise from other programs to develop and implement a local CPP.
- Reviews, monitors, and evaluates patient care through audits and ride-outs to ensure standards of care is being met by all staff participating in CP activities.
- Responds to routine and non-routine inquiries or requests for information from community agencies and/or residents, escalating issues where appropriate.
- Review and report on the effectiveness of the CPP and make recommendations to the appropriate staff and ensure accurate, legible records and documentation are maintained.
- Initiate and participate in investigative efforts regarding patient care or other emergency medical service (EMS) related issues.
- Ensure paramedics comply with organizational policies and procedures and all applicable legislation, regulations, standards, protocols, and practices as they relate to paramedics' daily duties and responsibilities.
- Participate in the strategic planning for the land ambulance service and contribute to budget planning and development.
- Perform other EMS management duties as required including assisting with quality assurance, training, and operations (including performing requirements of Duty Officer when needed).
- Perform the role of Primary Care Paramedic or Community Paramedic as needed.
- Perform other related duties as required.

Successful candidates will have:

- Strong understanding of Community Paramedicine projects and processes in place across Ontario as well as how the KDSB strategic plan relates to Community Paramedicine.
- Demonstrated knowledge and experience in the application of electronic patient care reporting resources and system tools for monitoring and analysis of patient care and documentation.
- Demonstrated knowledge of relevant legislation, standards, and medical and emergency response procedures pertaining to ambulance services and emergency dispatch systems and protocols.
- Requires the ability to develop strong relationships with paramedics, administrative and management staff with advanced public relation skills.
- Advanced computer skills including familiarity with the Office 365 suite and ability to learn and use of a variety of technological hardware and software (i.e., remote monitoring, Community Paramedic software, CHRIS (Client Health and Related Information System), local hospital EMR's, etc.)
- Ability to identify and resolve areas of conflict with tact and diplomacy.
- This position entails working collaboratively with stakeholders and their existing systems so one must not have any existing issues which may interfere with collaboration and the sharing of PHIPA information.
- Demonstrated excellent interpersonal, verbal, and written communication skills.
- The ideal candidate will be an organized, highly flexible individual who can perform with minimal supervision.
- The applicant must have excellent time management skills, the ability to be versatile, adjust quickly in a fast-paced environment to multiple work patterns as she/he provides support to nurses, physicians, and

SYSTEM SUPPORT TECHNICIAN
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community partners.

- Demonstrated supervisory, management, training and/or leadership skills an asset.

Qualifications will include:

- Qualifications as required by the Ambulance Act, Regulation 257, Part III, 8 to be employed as a Primary Care Paramedic.
- Successful completion of PCP or ACP Community College program or equivalent education. A University Degree in Health Sciences, Paramedicine, or related field, or approved equivalent combination of education and experience is preferred by not required.
- Formal training or education in leading and managing others is an asset.
- Minimum of five (5) years' experience as a Primary Care Paramedic
- Able to meet physical requirements of the position.
- Must be in good standing with all KDSB and Northwest EMS requirements for operational, training and quality assurance issues.
- Must hold and maintain ALS Certification through the Northwest Region Prehospital Care Program in all approved Delegated Medical Acts and be in good standing with outstanding patient care issues.

Along with an excellent benefit package and participation in the OMERS pension plan, we offer a salary ranging from \$92, 833.77 - \$106, 528.87 per annum (2021 rates).

Interested candidates are invited to submit a cover letter and resume, by email, referencing the competition number in the subject line of the e-mail, on or before **January 6, 2021 at 4:00 PM local time** to the:

Human Resources Department
Kenora District Services Board
Email: hr@kdsb.on.ca

While all responses are appreciated, only those applicants selected for an interview will be contacted.

Confidential information provided by applicants will be used for the purpose of this competition only and will be protected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

The KDSB will make accommodations available wherever possible to applicants with disabilities upon request during the recruitment process. The KDSB is an equal opportunity employer.