



## EMPLOYMENT OPPORTUNITY



### PRIMARY CARE PARAMEDIC

#### CASUAL POSITIONS

WITH OPPORTUNITY TO WORK UP TO FULL-TIME HOURS

ANTICIPATED START DATE: JUNE 2021

VARIOUS LOCATIONS WITHIN THE DISTRICT OF KENORA

COMPETITION #LA 21-01-E

Located along the Trans-Canada Highway between the neighbouring centres of Winnipeg and Thunder Bay, the District of Kenora is comprised of several communities offering an experience in nature like no other. There are endless activities sure to appeal to any outdoor enthusiast ranging from fishing, boating, kayaking, snowshoeing, skiing, and golf, to name a few. Calling Northwestern Ontario home offers plenty of opportunity to experience new things both at work and after work.

Dedicated to improving lives, the **Kenora District Services Board (KDSB)** provides 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 **Primary Care Paramedics (PCPs)** with our **Northwest Emergency Medical Services (NWEMS)** team who are willing to work on a casual basis at our various land ambulance bases located across the beautiful District of Kenora. Our employees enjoy a healthy work environment, the incredible outdoors, career development possibilities, and the opportunity to make a difference in the lives of others.

In collaboration with the Superintendents of Operations, the Primary Care Paramedics operate emergency vehicles and provide pre-hospital emergency medical care and transportation for ill and/or injured persons. As a casual employee, you are employed on a relief and/or replacement basis with no regular schedule, however, there is often the opportunity to work up to full-time hours and bid on temporary or permanent positions.

Key responsibilities include, but are not limited to:

- Providing patient care in accordance with Basic & Advanced Life Support Standards and the current delegated medical acts
- Participating in mandatory training sessions as determined by the KDSB, Base Hospital, or Ministry of Health and Long-term Care (MOHLTC)
- Communicating through written documentation, verbal reports, radio communication and dialogue with patients, relatives, other employees, allied health workers, other emergency response personnel and the general public
- Complying with the requirements of current, relevant legislation, KDSB policies, Base Hospital directives, and any other related policies, directives and/or legislation

Successful candidates will:

- Be able to work shifts as scheduled including days, nights, weekends and on-call during which you are able to respond quickly and efficiently to emergency calls
- Utilize exceptional interpersonal skills, courtesy, tact, and compassion and work effectively in a demanding, challenging emergency medical services environment
- Be able to meet the physical demands necessary to perform patient extrication, lifting, carrying, positioning, and treatment



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Qualifications will include:

- Certification as a Primary Care Paramedic as defined in the Ambulance Act (upcoming graduates are welcome to apply, additional documentation may be required at a later date)
- Certification as an Advanced Emergency Medical Care Assistant (AEMCA) issued by the MOHLTC (those pending writing the AEMCA exam are eligible to apply, additional documentation may be required at a later date) Working knowledge of the Ambulance Act, Basic & Advanced Life Support Patient Care Standards, and other MOHLTC regulations governing the provision of Ambulance Services.
- Valid CPR BLS Provider Level and a valid Ontario Class F Driver's License (or equivalent)
- The ability to provide a current, satisfactory driver's abstract and criminal background check including vulnerable sector screening, upon request

Interested applicants are invited to review the Recruitment Process Overview (found on our website) and submit their Employment Application for a Primary Care Paramedic (attached) along with their cover letter and resume, by email, referencing the competition number in the subject line of the e-mail, on or before **March 15, 2021 at 12:00pm (noon)** local time to the:

**Human Resources Department**  
**Kenora District Services Board - NWEMS**  
**Email: [hr@kdsb.on.ca](mailto:hr@kdsb.on.ca); Fax: (807) 223-6500**

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.

# Primary Care Paramedic Employment Application



## INSTRUCTIONS

Please complete all sections as thoroughly as possible and be prepared to include the documents requested in Section 7 if invited to attend pre-employment testing. It is necessary to provide complete information as this will be used to determine eligibility and qualifications for employment. A separate application is required for each competition. Along with your application, **please be sure to attach a copy of your cover letter and resume.**

The personal information requested on this form is collected and managed as per the *Municipal Freedom of Information and Protection of Privacy Act, R. S. O. 1990*. All information provided to us is considered supplied in confidence.

## Section 1: POSITION INFORMATION

Competition/Posting # _____	Date Available for Work (yyyy/mm/dd): _____	Type of Position Preferred: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual	
Preferred Work Locations (check all that apply): <input type="checkbox"/> Pickle Lake <input type="checkbox"/> Sioux Lookout <input type="checkbox"/> Ignace <input type="checkbox"/> Dryden <input type="checkbox"/> Red Lake <input type="checkbox"/> Ear Falls <input type="checkbox"/> Sioux Narrows <input type="checkbox"/> Kenora <input type="checkbox"/> Nestor Falls			

## Section 2: PERSONAL INFORMATION

Last Name: _____		First Name: _____		Middle Initial(s): _____
Mailing Address: _____		City: _____	Province: _____	Postal Code: _____
Primary Phone Number: _____	Alternate Phone Number: _____		E-mail Address: _____	
Are you legally allowed to work in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever been convicted of a Criminal Offence for which you have not received a pardon and that prohibits you from working under the position you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No				

## Section 3: EDUCATION, TRAINING, AND PROFESSIONAL ASSOCIATIONS

Please provide details of secondary and post-secondary education, courses, and training that have given you work-related knowledge, skills, and/or abilities starting with the highest level achieved. Attach an additional page if necessary. **Please note:** Offers of employment are conditional upon providing proof of education noted below.

Name of Institution or Organization	Area of Study/Course	Duration mm/yy to mm/yy	Completed?
_____	_____	_____ to _____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____ to _____	<input type="checkbox"/> Y <input type="checkbox"/> N
_____	_____	_____ to _____	<input type="checkbox"/> Y <input type="checkbox"/> N

## Section 4: EMPLOYMENT HISTORY

Have you previously applied for employment with the KDSB? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, when (mm/yy): _____	Have you previously worked for the KDSB? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, when (mm/yy): _____
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## Section 5: OTHER INFORMATION

Please describe any other information which might help us evaluate your candidacy (summarize why you believe you qualify for the position(s) for which you have applied):

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# Primary Care Paramedic Employment Application



## Section 6: REFERENCES

Reference checks will be conducted to assess your past work performance. We ask for this information in advance to expedite the recruitment process later on, however, your references will only be contacted if you are selected and successfully complete the interview process. By signing this section, you understand that a condition of your employment is verification of past employment, education, and other information provided by you. Accordingly, you give a representative of the Kenora District Services Board permission to obtain or exchange personal information with the persons listed below for the purposes of employment with the Kenora District Services Board.

Signature of Applicant: X _____		Date (yyyy/mm/dd): _____
1	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____
2	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____
3	Name and position: _____	E-mail Address (preferred): _____
	Relationship (i.e. manager): _____	No. of Years Known: _____

## Section 7: PROOF OF QUALIFICATIONS

As part of your Application for Paramedic Employment with Kenora District Services Board – Northwest Emergency Medical Services, you must be prepared and able to provide copies of the following documents if invited to participate in pre-employment testing. Please check (✓) all those that you **WILL BE ABLE** to provide (please **DO NOT** provide with your application):

- College Diploma or a letter from the College confirming your Graduation Date
- AEMCA Certificate or letter of registration to write AEMCA testing
- If AEMCA pending, copy of valid First Aid Certificate must be provided
- Current CPR-BLS Provider Certification (Must meet the Canadian Heart & Stroke Foundation Guidelines)
- Valid Ontario Class F Driver's License (front and back)
- Proof of eligibility to work in Canada
- Driver's Abstract – 3 year search issued within the last 60 days
- Criminal Record Check including Vulnerable Sector Screening (issued within the last 90 days)
- A passport quality photo

An immunization/communicable disease serology report providing (refer to sample documents and the Ambulance Service Communicable Disease Standards attached to the PCP Recruitment Overview found on our website)

- completed Table 1 Part A **signed by a physician**
- proof of immunization and/or serologic testing as applicable (refer to Table 1, Part A)

## Section 8: AGREEMENT

Please read carefully before signing. This application is not valid unless your name, as authorization, is signed in the "signature" space provided below. (**Note:** If this application is submitted electronically, typing your name is deemed equivalent to signing).

I certify that the information provided in this application and any attachments to it are true and complete. I understand that any false statements or deliberate omissions made by me on this application or attachments may be sufficient cause for the cancellation of the application and, if I have been employed, for the immediate dismissal from the Kenora District Services Board.

Signature of Applicant: X \_\_\_\_\_ Date (yyyy/mm/dd): \_\_\_\_\_



# Primary Care Paramedic Recruitment Process



## PRIMARY CARE PARAMEDIC

Dear Prospective Employee,

Thank you for your interest in employment with our land ambulance service. The information below is designed to outline the recruitment process for Primary Care Paramedics with the Kenora District Service Board's (KDSB's) Northwest Emergency Medical Services (NWEMS) team.

The timelines provided are meant to serve as a guideline only and are subject to change.

### ***Part 1 - Job Postings***

Current employment opportunities will be posted on our website. Individuals not currently employed by the KDSB are only eligible to apply for those jobs listed under External Opportunities. Current employment opportunities can be found by visiting [www.kdsb.on.ca/careers.html](http://www.kdsb.on.ca/careers.html).

### ***Part 2 - Applications***

Applications for Primary Care Paramedics will only be accepted up to the closing date and time provided on the job posting. Please note that the majority of the District of Kenora falls into the Central Time Zone. All applications must include the completed "Primary Care Paramedic Employment Application" accompanied by your cover letter and resume. Applications are to be submitted via the methods listed in the job posting.

### ***Part 3 – Online Written Exam***

The first step will be an online written exam that all applicants who meet the qualifications will be invited to complete. The applicants with the best test scores will be invited to participate in Part 4 of the recruitment process.

### ***Documentation Required***

The documentation listed below must be provided to us the day of or prior to Part 4 in order to continue in the recruitment process.

- (a) Primary Care Paramedic College Diploma or a letter from the College confirming your Graduation Date
- (b) AEMCA Certificate or letter of registration to write AEMCA testing
  - a. If AEMCA pending, a copy of valid First Aid Certificate must be provided
- (c) Current CPR-BLS Provider Level Certification (Must meet the Canadian Heart & Stroke Foundation Guidelines)
- (d) Valid Ontario Class F Driver's License or equivalent (front and back)
- (e) Driver's Abstract - 3 year search issued within the last sixty (60) days
- (f) Criminal Record Check including Vulnerable Sector Screening (issued within the last 90 days)
- (g) A passport quality photo
- (h) An immunization/communicable disease report providing (refer to attached sample forms and the Ambulance Service Communicable Disease Standards):
  - a. completed Table 1, Part A, **signed by a physician**
  - b. proof of immunization and serologic testing as applicable (refer to Table 1, Part A)
  - c. proof that you are free of communicable diseases as listed in Table 1, Part B

## PRIMARY CARE PARAMEDIC

Additional documentation requirements will be sent to you with the conditional offer of employment in Part 6.

### ***Part 4 – Interviews & Scenarios***

In-house interviews and scenarios will take place and candidates will be assessed on their responses to interview questions along with their practical skill sets.

**Dependent on the ongoing issues that are arising from the COVID-19 situation our interview and testing procedures may experience a change to a virtual format.**

The top candidates in Part 1 through 4 will then move on in Part 5 of the recruitment process. Any documentation from an applicant who does not advance to Part 5 of the recruitment process will be destroyed.

### ***Part 5 – Reference Checks***

Reference checks will only be conducted for those candidates who successfully completed Part 4 of the recruitment process. We anticipate completing reference checks the week immediately following the completion of Part 4 which is the reason for requesting references as part of the Application process. To ensure timely completion of reference checks, please ensure your references are available during this time period and provide their e-mail contact information wherever possible.

### ***Part 6 – Conditional Offers of Employment***

Conditional offers of employment will be made following the satisfactory completion of the reference checks. **The offer of employment is conditional upon successful completion of Base Hospital certification which is through the Northwest Regional Base Hospital Program (NWRBHP) based in Thunder Bay.**

### ***Part 7 – Orientation***

Upon successful completion of initial orientation and certification with the NWRBHP in Thunder Bay, there will be an orientation with the KDSB. Orientation will take place at the KDSB's Administration Office, 211 Princess Street, Dryden, in the boardroom. All candidates must be successful throughout the orientation process, including Base Hospital testing, to be employable by the KDSB - NWEMS.

The KDSB reserves the right to withdraw conditional job offers for candidates who are not successful throughout the recruitment and selection process, including orientation and Base Hospital testing.

We have endeavoured to provide all relevant information with respect to the recruitment process. Any updates will be posted to our website under the Careers section.

Again, thank you for your interest in employment with our organization!