



**WEST PARRY SOUND HEALTH CENTRE**  
**OCTOBER 8, 2021**  
**JOB POSTING: NON-UNION 2021-339**  
**PARRY SOUND EMS**  
**SUPERVISOR**

### **Regular Full-Time Position**

This is a non-union job posting open to all interested applicants. The hours of work include all shifts and weekends, and being on-call as required on a rotational basis acting as duty officer.

Reporting to the Manager of Emergency Medical Services, the incumbent will work as a member of the management team from the reporting station of Parry Sound. This role will provide leadership, direction, and expertise to the EMS Department and all program activities.

Responsibilities will include but are not limited to: when appropriate as a First Responder, EMS Duty Officer role, EMS Designated Officer function regarding communicable disease including infection prevention and control; Quality Assurance (maintaining data collection, evaluating, monitoring, planning and recommending alternative processes for operations, reviewing patient care documentation, participating in ride-outs); Training and Education (assisting in delivery of mandatory EMS training, and acting as a resource for internal and external groups and agencies such as the Ministry of Health or Regional Base Hospital); Management Duties (assuming Incident Command as required, ensuring compliance with collective agreements, monitoring budgets and expenditures, scheduling, maintenance, and participating in performance reviews); and Community Engagement (participating in EMS Community Paramedicine Program, public relations programs with the public, government agencies, community partners and outside agencies, and participating in community disaster planning).

### **Basic Requirements:**

- A current certificate as an Advanced Emergency Medical Care Assistant;
- Requirements and qualifications as prescribed in the Ontario Ambulance Act;
- Valid Class F driver's license;
- Training and experience in a unionized environment preferred;
- Proficiency with personal computers, familiarity with word processing programs and associated software;
- Familiar with all applicable legislation and regulations, including but not limited to the Ambulance Act and OHS Act;
- Experience in training and instructing adults;
- Knowledge of Emergency Response Procedures;
- Skill in writing concise, logical, grammatically correct correspondence and reports;
- Excellent oral communication skills including the ability to speak using appropriate vocabulary and grammar, the ability to discuss a variety of job-related topics, and the ability to speak and interact with persons of diverse backgrounds;
- Skill in supervising staff including the ability to delegate responsibilities, organize objectives, and evaluate subordinates' effectiveness with safety as a priority for employees, patients, and clients;
- Demonstrated experience in critical decision making;
- Leadership style that facilitates and promotes team work;
- Ability to work in a manner that exemplifies the core values of the West Parry Sound Health Centre: *Compassion, Accountability, Rights and Responsibilities, Excellence, and Safety.*

Please submit a resume with covering letter by **October 24, 2021** quoting **NU 2021-339** to:

**West Parry Sound Health Centre**  
Human Resources Department  
6 Albert St., Parry Sound, ON, P2A 3A4  
Fax: (705) 773-4036  
Email: [humanresources@wpsbc.com](mailto:humanresources@wpsbc.com)

*West Parry Sound Health Centre is committed to providing accommodations throughout the recruitment and selection process to applicants with disabilities to ensure equal participation. If selected to participate in the recruitment and selection process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes.*

*We thank all applicants who apply, but advise only those to be interviewed will be contacted.*

*Personal information submitted will be used for the purposes of this competition only. Please be advised the WPSHC property is smoke-free.*