



Region of Waterloo

NOTICE OF JOB VACANCY

Date of Posting: December 6, 2021

Title: Supervisor, Training, Education & Program Development

Posting #: 2021-2473

Position #: R01646

Length: Full-time

Department/Division: Public Health & Emergency Services/Paramedic Services

Hours of Work: 35 hours per week

Union: Management/Management Support

Grade: 06

Salary/Wage: \$80,808.00 - \$101,010.00 per annum

Location: Paramedic Services Headquarters, 1001A Erbs Road, Waterloo

Closing Date: December 19, 2021

Description of Duties:

Supervises the development and delivery of paramedic training and educational programs to ensure compliance with legislation and certification requirements, and that staff performance and competency levels meet service and quality assurance objectives. Supervises service instructor and student preceptorship programs.

Knowledge, Skills & Abilities Required:

- Knowledge of paramedic services including Ministry documentation standards, policies, procedures and guidelines, adult education principles and practices, normally acquired through a post-secondary education in Health Sciences, Paramedicine or related discipline, plus, progressively responsible related experience in a unionized emergency medical service or health care environment.
- Eligibility for certification as a primary or advanced care paramedic, with ability to obtain and maintain certification upon hire –OR- current accreditation with a medical professional practice/body with extensive clinical experience in the critical care or emergency medical service setting (e.g., Registered Nurse, Respiratory Therapist) or ability to obtain upon hire.
- Knowledge of and ability to comply with policies, procedures, collective agreements, legislation (e.g., Ambulance Act and its associated Regulations and Standards, privacy, health and safety, highway traffic), and Ministry requirements.
- Project management skills, normally obtained through training/experience with quality programs (e.g., lean health, lean six sigma, project management designation) to design and implement process improvements and complete assigned projects.
- Analytical, research, problem solving, and continuous improvement skills to develop, plan, and evaluate training/education programs (using current

evidence-based research), and provide recommendations to improve staff competencies, normally acquired through post-secondary education in adult education or work experience.

- Human relations, leadership, and communication skills to supervise, train, develop, motivate and support staff in specific work methods and procedures; participate in meetings and presentations; explain policies, procedures, standards, and legislation to staff and students; respond to media inquiries, and complaints/questions from the public and other agencies; maintain relationships with educational institutions and community agencies; conduct staff training, presentations, and individual coaching; present educational programs to the public; and participate as an effective team member.
- Ability to write reports, develop and modify training/education curriculum and resources, educational bulletins, and draft policies and procedures. Ability to research developments related to paramedic regulation or practice (e.g., legislative, regulation, case studies, clinical, medical, equipment). Ability to read and interpret legislation, technical journals, periodicals, communications, policies, procedures, and collective agreements.
- Computer skills with ability to use software such as Microsoft Office (including Excel).
- Ability to travel within (and occasionally outside) Waterloo Region.
- Must provide an acceptable Police Vulnerable Sector Check (Level 3).
- Ability to work variable shifts including evenings, holidays, and weekends as required.
- Ability to support and demonstrate the Region's values.

We invite internal applicants to **APPLY ONLINE** through the **HR Portal by 11:59 p.m., by the closing date.**

For more information about this job, please access the job description through the HR Portal. If you have questions regarding the application process, please refer to "Frequently Asked Questions - How to Apply for a Position" under Employment Opportunities on the HR Portal. Thank you for your interest in this job, but we will only be corresponding with you if you are selected for an interview.

Candidates that are not fully qualified will be considered when no fully qualified applicants can be identified.

Regular and reliable attendance required for consideration.

The Region of Waterloo is an equal opportunity employer committed to diversity, inclusion, and supporting the well-being of our employees. We encourage qualified applicants to apply and will accommodate the needs of qualified applicants under the Human Rights Code in all parts of the hiring process.

Alternate formats of this document are available upon request. Please contact the Service First Contact Centre at phone number 519-575-4400, or TTY number 519-575-4608 to request an alternate format.