



**CASUAL PRIMARY CARE PARAMEDICS**  
**OPPORTUNITY TO WORK UP TO FULL TIME HOURS**  
**VARIOUS LOCATIONS WITHIN THE DISTRICT OF KENORA**  
**ANTICIPATED START DATE: MAY 2022**  
**COMPETITION #LA 22-01-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 **casual Primary Care Paramedics** (PCPs) with our Northwest Emergency Medical Services (NWEMS) team who are willing to work 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 PCPs operate emergency vehicles and provide pre-hospital emergency medical care and transportation for ill and/or injured persons. All NWEMS Paramedics receive IV training and are provided monthly training opportunities to continuously improve their skills. KDSB NWEMS Paramedics work with new equipment and technology such as advanced airways, power load stretchers and automatic compression devices. As a casual employee, you are employed on a relief and/or replacement basis with no regular schedule, however, you will have the opportunity to work up to full-time hours and bid on temporary or permanent positions upon successful completion of KDSB NWEMS orientation.

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

Qualifications will include:

- Certification as a PCP 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 PCP online through the following link or by scanning the QR code, on or before **March 23, 2022 at 12:00pm (noon)** local time, referencing Competition #LA 22-01-E:



<https://form.jotform.com/212013627966052>

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 Recruitment Process



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 (PCPs) with the Kenora District Service Board's (KDSB) Northwest Emergency Medical Services (NWEMS) team.

KDSB - NWEMS Paramedics are some of the most highly trained PCPs in the province. With each ambulance offering power load and power stretchers, the latest Advanced X Series defibrillator/monitors, advanced airways (i-gel), IV certification for all PCP's and our upcoming implementation of automatic compression devices, the KDSB-NWEMS offers Paramedics the most cutting-edge technology and equipment to assist them in their duties.

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 <https://kdsb.on.ca/join-our-team/>

### ***Part 2 – Applications***

Applications for PCPs 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 in our recruitment process 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.

#### **Part 4 – Documentation Required**

The documentation listed below must be provided as part of the recruitment process. A documentation deadline will be communicated by the hiring committee with the invitation to participate in the recruitment process.

- (a) Primary Care Paramedic College Diploma, a letter from the College confirming your Graduation date or proof of successful Ontario Paramedic equivalency
- (b) AEMCA Certificate or letter of registration to write AEMCA exam
- (c) Valid Ontario Class F Driver's License or equivalent
- (d) Driver's Abstract - 3-year search issued within the last sixty (60) days
- (e) Criminal Record Check including Vulnerable Sector Screening issued within the last ninety (90) days
- (f) Current CPR certification – BLS Provider Level required (Must meet the Ontario Heart & Stroke Foundation guidelines)
- (g) Proof of eligibility to work in Canada
- (h) Immunizations/Communicable Disease:
  - i. Completed Table 1, Part A of the Ambulance Service Communicable Disease Standards – signed by a regulated health care professional
  - ii. Proof of immunization (immunization record) and serological testing as applicable
  - iii. Proof that you are free of communicable diseases (Part B)
  - iv. Seasonal influenza declaration and, if applicable, proof of vaccination
- (i) Additional requirements under Reg. 257/00 which may change from time to time
- (j) Passport quality photo (digital photos are acceptable, following the instructions on the OASIS card application instruction document)
- (k) OASIS card application
- (l) Uniform sizing

If applicable:

- (m) ALS Certification
- (n) Previous/current OASIS number with another service

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### ***Part 5 – Interviews & Scenarios***

The top candidates in Part 1 through 4 will then move on in Part 5 of the recruitment process.

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 challenges arising from the COVID-19 pandemic, our interview and testing procedures may be planned in a virtual format. This decision will be communicated as part of KDSB – NWEMS’s invitation to participate in the recruitment process.

### ***Part 6 – Reference Checks***

Reference checks will only be conducted for those candidates who successfully completed Part 5 of the recruitment process.

We anticipate completing reference checks immediately following the completion of Part 5 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 7 – 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:

- (a) successful completion of Base Hospital certification which is through the Northwest Region Prehospital Care Program based in Thunder Bay,
- (b) maintaining and/or obtaining (if pending), as appropriate, all qualifications required to work as a PCP for a land ambulance service in the Province of Ontario as identified by the Ambulance Act and any other relevant legislation, policies, or procedures, and
- (c) successful completion of a lift test.

### ***Part 8 – Orientation and Onboarding***

Orientation and onboarding will take place at the KDSB's EMS Office located at 211 Princess Street in Dryden, Ontario in the boardroom. All candidates must be successful throughout the orientation process, including Base Hospital testing and lift test, 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 during the posting period will be posted to our website and once the recruitment and selection process has commenced updates will be communicated to applicants through e-mail.

We look forward to reviewing your application to join our team at KDSB-NWEMS!

Sincerely,

KDSB-NWEMS Hiring Committee