

## Job Opportunities

### Training Coordinator (Paramedic Services) - Full Time

#### Career Opportunity

The Region of Waterloo is currently recruiting for a:

#### **Full Time Training Coordinator (Paramedic Services)**

Department: Public Health & Emergency Services

Division: Paramedic Services

Hours of Work: 35 hours per week

Location: 1001A Erb's Road, Waterloo

#### **Our Story:**

The Region of Waterloo has a mandate to reimagine the future and service provision. Putting residents first, we work to ensure that our community remains a great place to live and a great place to work and play – for everyone. Our goal is to build a world-class community for all residents. And here at the Region, we're inspired to act with purpose and to serve our community with passion and drive.

This is a place where employees are valued and recognized for their talents and contributions to our success. Our employees take pride in making a difference in people's lives through the work that we do. We are looking for people like you to help make it happen.

#### **Our Team:**

Region of Waterloo Paramedic Services (PSV) is committed to providing excellence in patient care, achieving the fastest possible response times and ensuring that there are systems in place that are

responsive to the needs of patients. We are also committed to serving the community and its patients with compassion, care, dignity and professionalism.

### **The Opportunity:**

The Training Coordinator will play a key role in working with the Supervisor of Training, Education and Program Development to coordinate training requirements for paramedics and ensure compliance with standards and regulations, including conducting in-field evaluations, providing coaching and support, and developing individual education plans. They will oversee service instructors in the development and delivery of educational sessions and research current scientific literature and best practices in paramedic clinical practice and patient centric care to review and assess investigation reports.

### **What you will do:**

- You will provide coaching and guidance to paramedics, service instructors, logistics and support staff.
- You will be responsible for coordinating annual certification requirements for paramedics to ensure compliance with base hospital standards and regulations.
- You will compile data, submit reports to base hospital, senior management, and other divisions, as well as assist, and direct service instructors in the development and delivery of training and education sessions.
- We will look to you to conduct new hire in-field evaluations as well as assess and evaluate paramedics' clinical skills through field evaluations.
- You will document and track performance and work with supervisors to develop remedial training and education plans tailored to the individual's self-identified areas for improvement.
- You will support the return-to-work program for staff returning from leave or injury and develop education and training plans based on individual's time away from workplace and self-identified areas of improvement.
- You will assist the Department to coordinate the modified work program by tracking work, coordinating duties and compiling work from other areas in the Division.
- You will assist supervisors in developing the continuing medical education program (CME) and coordinate service instructors in the development and implementation of curriculum and training.

- You will assist in reviews for investigations, complaints, and audits from a clinical practice perspective and review, analyze, and evaluate clinical practice against procedures, professional standards, regulations, best practices, and current scientific literature to support patient-centred decision-making.
- You will participate in the annual or semi-annual recruitment testing and evaluation process through participation in interviews and development and scoring of scenarios.

### **Apply Your Experience at the Region of Waterloo**

- Current knowledge of paramedic services, including Ministry documentation standards, policies, procedures, and guidelines, normally acquired through a diploma/degree in Paramedicine, plus progressively responsible related experience.
- Must be certified as a primary or advanced care paramedic, and maintain certification.
- Experience in adult education principles and practices.
- Strong research, analytical, organizational, and continuous improvement skills.
- Proven communication, facilitation, and coaching skills.
- Ability to read and interpret legislation, scientific research (technical journals, periodicals), communications, policies and procedures, and collective agreements.
- Ability to write reports, develop and revise training/education curriculum and resources, educational bulletins, and draft policies and procedures.
- Must provide an acceptable police vulnerable sector check.
- Ability to travel within and outside Waterloo Region.
- Ability to work variable shifts including evenings, nights, holidays, and weekends, as required.

### **Additional Information:**

#### **Compensation:**

In addition to offering a competitive compensation package, we have a strong focus on health and wellness, including fitness facilities and family-focused benefits. The salary of this position ranges between \$69,232.80 and \$86,541.00 per annum/\$38.05 and \$47.55 per hour (Grade 4 on the Management & Management Support wage scale).

We thank all applicants in advance; however, we will be corresponding only with those selected for an interview.

As a condition of employment, new Region of Waterloo employees will be required to submit proof of COVID-19 vaccination. Successful candidates will be required to submit proof of COVID-19 vaccination (two doses) from the Ontario Ministry of Health website or the World Health Organization directly through the Region of Waterloo Vaccination declaration survey. Successful candidates who have appropriate written proof of a validated medical reason, or a reason pursuant to the Ontario Human Rights Code, for not being fully vaccinated against COVID-19 may provide such documentation to the Recruitment Team. Such situations will be considered on a case-by-case basis.

Please apply online, by the closing date **May 19, 2022** quoting competition number **2022-1612**.

We are committed to employment equity and thank all applicants in advance; however, we will be corresponding only with those selected for an interview.

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, TTY number (519-575-4608) to request an alternate format.

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