



THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

Posting #: NU 43.22

Position: Commander, Paramedic Services

Status: Temporary Full Time (date of hire to approximately March 31, 2024)

Employee Group: Non-Union

Salary: \$41.567 - \$51.959 per hour

Division: Office of the Chief Administrative Officer

Department: Paramedic Services

Reports To: Deputy Chief, Paramedic Services

Location: Delhi, ON

Shift: This position may require shift work in a 24/7 platoon rotation including days, nights, weekends and holidays.

Posting Period: August 25, 2022 – September 8, 2022

How to Apply:

Please follow the below link to complete the application process:

<https://apply.workable.com/j/9EE47FE923>

- Ensure the file extension for your resume document is .doc, .docx or .pdf
- If you are electing to include a cover letter, the cover letter and resume must be sent as 1 file.

Basic Function:

The Commander, Paramedic Services will report to the Deputy Chief of Norfolk County Paramedic Services and will be primarily responsible for the day to day leadership and oversight of all on-duty paramedics. The Commander, Paramedic Services is a certified Paramedic, able to respond to calls issued by CACC and deliver quality patient care. The Commander, Paramedic Services will assist in managing corporate assets and resources to ensure efficient and effective provision of Paramedic Services within Norfolk County.



Knowledge and Experience:

- Must possess valid AEMCA, meet all qualifications as an Ontario Paramedic under the Ontario Ambulance Act and be able to obtain certification through local Base Hospital
- Minimum of five (5) years of Paramedic Services industry/field experience in Ontario
- Ambulance and Emergency Care Certificate or College Diploma in a Paramedic Program
- Formal degree/diploma in business/health administration or adult education would be considered an asset
- Preference will be given to those candidates with leadership experience in Paramedic Services

Skills and Abilities:

- General knowledge of the operation and maintenance of various types of equipment, vehicles and communications systems used in the provision of Paramedic Services
- Professional understanding of :
 - All MOHLTC EMS/Paramedic Standards
 - Provincial Legislation and Regulations
 - Occupational Health and Safety
 - Any other applicable Acts that govern EMS/Paramedic Services
- Strong interpersonal and communication skills; ability to communicate effectively with Paramedics, allied agencies and the public
- Ability to work effectively and efficiently as a team member in a fast paced environment in stressful situations
- Proficient in multiple computer software applications including Microsoft Windows, Microsoft Office Suite, Time Manager Scheduling and ePCR software
- Must be aware of safe work practices as they relate to job responsibilities and work environment and have the basic understanding of the Occupational Health and Safety Act.

Position Description:

- Provide ongoing supervision and leadership for Paramedics and students,
- Responsible for the "day to day" operations and deployment of supplies, equipment, vehicles and emergency resources to legislated standards
- Research, development and implementation of special projects as assigned
- Assist senior management with directing and leading the ongoing operation of Norfolk County Paramedic Services, including analysis of data and strategic planning
- Monitors and ensures staff compliance with:
 - Standard Operating Procedures
 - Local Collective Agreement
 - Norfolk County and Paramedic Services Policies and Procedures
 - All applicable acts and regulations
- Monitor, direct and evaluate staff to ensure Paramedic practice and patient care delivery is of the highest quality including the development and maintenance of Quality Assurance initiatives
- Respond as required to attend/assist crews on calls including providing leadership and command functions on any large scale emergency or disaster
- Serve as liaison between staff and human resources, payroll, Community and Emergency Services division, fire and police departments, hospitals, dispatch, allied agencies, and the public
- Assist with scheduling of employees
- Monitor:
 - Vehicle stock
 - Inspection reports including service dates
 - Equipment and supply condition and expiration
 - Base inspections to ensure logistical and operational needs are met

- Review and analyze patient care reports (ePCRs) for compliance, trends and future training needs
- Maintains, fleet, capital and human resources in a state of readiness to respond to all emergencies in order to meet the emergency deployment plans
- Monitors Paramedics and CACC for compliance within approved Norfolk County Paramedic Services deployment plan
- Reviews, investigates and takes appropriate action including remediation and training programs on applicable incidents
- Co-ordinates and monitors return to work programs for injured, ill or disabled workers in conjunction with Human Resource policies
- Coordinate and deliver professional development and educational programs to the Paramedics annually addressing clinical trends, new initiatives and any applicable changes to medical practice, equipment or policy/procedures
- Assist in the preparation for and organization of a MOHLTC Service Review and implement any recommendations following the report
- Maintain necessary confidentiality as required under legislation and regulations
- Other duties as assigned

The Corporation of Norfolk County is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Successful applicants are required to provide the Employer with a current Criminal Record Check, including a Vulnerable Sector where required and verification of education.

Thank you for your interest in this position. Only those to be interviewed will be contacted.