

**Posting date:** October 31, 2022

**Job Title:** Advanced Care Paramedic and/or Primary Care Paramedic (Recruitment Pool)

**Number of Vacancies:** Recruitment Pool - Applications will be considered for both current and future vacancies and will be kept on file during this recruitment period.

**Posting number:** EX22-1276

**Status:** Regular part time positions

**Hours of Work:** Up to 48 hours bi-weekly

**Shift Work Required:** Yes

**Range of Pay:** Advanced Care Paramedic - \$37.53 to \$45.81 per hour  
Primary Care Paramedic - \$32.33 to \$40.81 per hour

**Start date:** To follow selection process

**Initial Reporting Location:** Lionel E. Lalonde Centre

**Eligible to Work from Home:** No

**Division:** Paramedic Services Division

**Department:** Community Safety

**Important:** There is 1 document (Applicant Completion Guide) required to complete this process.

Applicants are required to complete and submit an [Applicant Completion Guide](#).

If you are viewing this job through a site other than [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs), This Applicant Completion Guide can be found on the job posting on our website: [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs). The mandatory documentation outlined in the guide shall be used as the short listing tool for further consideration. Those successful to the short list will be contacted for further assessment.

Those applicants who are successful to the short list and contacted for an interview will be advised when they will be required to complete a [Paramedic Pre-Employment Health Status](#) form. Please do not submit this form with your application. It is for information purposes only at this time and to avoid having applicants incur unnecessary costs upon application. Candidates will be advised when they will be required to initiate this package.

**Advanced Care Paramedic:**

**Duties:** Under the general supervision of the Platoon Superintendent.

1. Provide Primary and Advanced emergency medical care while ensuring the safe and timely land transportation of ill or injured persons to, from and between medical treatment facilities.
2. Perform Primary and Advanced emergency medical care and controlled acts under the direction of the Base Hospital Medical Director, and in accordance with the patient care standards and procedures set out by the Ministry of Health, legislation, regulations and Quality Assurance program.
3. Perform Primary/Advanced emergency medical care as indicated above when functioning as a first responder.
4. Drive emergency vehicles in all weather conditions, in a safe and secure manner, in accordance with the Highway Traffic Act and Division policies and procedures.
5. Maintain contact and comply with direction from the Central Ambulance Communications Centre (CACC) at all times regarding vehicle movements, status of ambulances, call assignments and the transportation of patients to medical facilities or required destination.
6. Complete, in a timely manner, all required patient and administrative documentation specified in the Ambulance Act, Regulations, Standards, Divisional and base hospital policies and practices, including Ambulance Call Report forms. Ensure safekeeping of patient records.
7. Liaise with CACC, families, base hospital staff, police, fire and other health professionals/agencies to ensure relevant patient information is collected.
8. Provide a detailed patient report to appropriate medical staff (e.g. physician, nurse, etc.) at the receiving Facility.
9. Inspect the ambulance and all equipment at the start and throughout the shift to ensure they are in proper working order, and in a clean and sanitary condition. Carry out housekeeping duties within the ambulance stations and ambulance vehicles, ensuring the areas are maintained in a clean, sanitary condition.
10. Check and ensure the vehicle is stocked at all times with adequate supplies and equipment.
11. Ensure vehicles, stations, equipment, supplies and controlled drugs are maintained in a safe and secure manner at all times.

**Employment Opportunity EX22-1276**  
**Advanced Care Paramedic and/or Primary Care Paramedic (Recruitment Pool)**  
**(Regular Part Time Positions)**

12. Participate in mandatory training programs, continuing medical education programs, quality assurance programs and divisional training programs, as required.
13. Assist with and provide preceptor activities in support of Advanced Life Support training.
14. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
15. Perform other related duties as may be required.

**Qualifications:**

- Successful completion of a diploma in Emergency Care/Paramedicine from a Community College in Ontario.
- EMCA or A-EMCA certified by the Ministry of Health.
- Certification as an Advanced Care Paramedic in the Province of Ontario in accordance with all Patient Care Standards and Medical Directives.
- Possess CPR certificate.
- One (1) year experience as a Primary Care Paramedic.
- Experience working with an Advanced Life Support preceptor is considered an asset.
- Ability to exert heavy physical effort required to treat and move patients, deliver medical equipment or sort inventory at station and in ambulance.
- Good knowledge and application of BLS/ALS Patient Care Standards, Base Hospital Policy and Procedures, related Acts and Regulations, policies and procedures.
- Ability to effectively communicate with team members and make decisions in an emergency situation.
- Possess good map reading abilities and initiative toward enhancing local geographical knowledge.
- Possess professional advanced driving skills combined with compliance to the Highway Traffic Act.
- Professional application of the Restricted Radio Operator's licence.
- Ability to work under stressful situations and exercise sound judgement in an emergency environment.
- Ability to work closely with entire healthcare team.
- Ability to identify patient treatment needs through adequate assessment and provide appropriate care in accordance with the Advanced Life Support Standards and base hospital certification.
- Demonstrate interpersonal skills in dealing with patients, the public, other ambulance services, base and receiving hospitals in a courteous and effective manner.
- Excellent use of English; verbally and in writing. French verbal and written skills an asset.
- Satisfactory health, attendance and former employment history.
- Provide, at own cost, a current Criminal Records Check.
- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, must hold and maintain a driver's licence that authorizes the person to drive an ambulance, have an acceptable driving record, and personal insurance coverage.

**Primary Care Paramedic:**

**Duties:** Under the general supervision of the Platoon Superintendent.

1. Provide Primary emergency medical care while ensuring the safe and timely land transportation of ill or injured persons to, from and between medical treatment facilities.
2. Perform Primary emergency medical care and controlled acts under the direction of the Base Hospital Medical Director, and in accordance with the patient care standards and procedures set out by the Ministry of Health, legislation, regulations and Quality Assurance program.
3. Perform Primary emergency medical care as indicated above when functioning as a first responder.
4. Drive emergency vehicles in all weather conditions, in a safe and secure manner, in accordance with the *Highway Traffic Act* and the Department's policies and procedures.
5. Maintain contact and comply with direction from the Central Ambulance Communications Centre (CACC) at all times regarding vehicle movements, status of ambulances, call assignments and the transportation of patients to medical facilities or required destination.
6. Complete, in a timely manner, all required patient and administrative documentation specified in the *Ambulance Act*, Regulations, Standards, Departmental and base hospital policies and practices, including Ambulance Call Report forms. Ensure safekeeping of patient records.
7. Liaise with CACC, families, base hospital staff, police, fire and other health professionals/agencies to ensure relevant patient information is collected.
8. Provide a detailed patient report to appropriate medical staff (e.g. physician, nurse, etc.) at the receiving Facility.
9. Inspect the ambulance and all equipment at the start and throughout the shift to ensure they are in proper working order, and in a clean and sanitary condition. Carry out housekeeping duties within the ambulance stations and ambulance vehicles, ensuring the areas are maintained in a clean, sanitary condition.
10. Check and ensure the vehicle is stocked at all times with adequate supplies and equipment.

**Employment Opportunity EX22-1276  
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(Regular Part Time Positions)**

11. Ensure vehicles, stations, equipment, supplies and controlled drugs are maintained in a safe and secure manner at all times.
12. Participate in mandatory training programs, continuing medical education programs, quality assurance programs and departmental training programs, as required.
13. Assist with and provide preceptor activities in support of Primary Life Support training.
14. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
15. Perform other related duties as may be required.

**Qualifications:**

- Successful completion of a diploma in Emergency Care/Paramedicine from a Community College in Ontario.
- EMCA or A-EMCA certified by the Ministry of Health (or pending A-EMCA certification as per the legislation).
- Certification as a Primary Care Paramedic in the Province of Ontario, in accordance with all Patient Care Standards and Medical Directives.
- Possess CPR certificate.
- Up to six (6) months of related experience.
- Ability to exert heavy physical effort required to treat and move patients, deliver medical equipment or sort inventory at station and in ambulance.
- Good knowledge and application of BLS Patient Care Standards, Base Hospital Policy and Procedures, related Acts and Regulations, policies and procedures.
- Ability to effectively communicate with team members and make decisions in an emergency situation.
- Possess good map reading abilities and initiative toward enhancing local geographical knowledge.
- Possess professional advanced driving skills combined with compliance to the *Highway Traffic Act*.
- Professional application of the Restricted Radio Operator's licence.
- Ability to work under stressful situations and exercise sound judgement in an emergency environment.
- Ability to work closely with entire healthcare team.
- Ability to identify patient treatment needs through adequate assessment and provide appropriate care in accordance with the Basic Life Support Standards and base hospital certification.
- Demonstrate knowledge of microcomputer software capabilities and computerized reporting systems, (e.g. receive and respond to e-mails, word processing, file maintenance, information input and retrieval).
- Demonstrate interpersonal skills in dealing with patients, the public, other ambulance services, base and receiving hospitals in a courteous and effective manner.
- Excellent use of English; verbally and in writing. French verbal and written skills an asset.
- Satisfactory health, attendance and former employment history.
- Provide, at own cost, a current Criminal Records Check.
- May require the use of a personal or CGS vehicle on CGS business. Must be physically capable of operating a vehicle safely, must hold and maintain a driver's licence that authorizes the person to drive an ambulance, have an acceptable driving record, and personal insurance coverage.

Note: A Criminal Record Check will be requested by the Hiring Manager should you be the candidate of choice. Please do not submit your Criminal Record Check with your application.

Résumés and Application Completion Guide quoting **EX22-1276** are invited and will be received by the City of Greater Sudbury's Human Resources and Organizational Development Division, by e-mail at [hrjobs@greatersudbury.ca](mailto:hrjobs@greatersudbury.ca) or fax at **705-688-3979**, for the above noted position until **4:30 p.m. on Wednesday, December 14, 2022**. Any application received after this deadline will not be considered.

**All City of Greater Sudbury employees are required to be fully vaccinated as a condition of hire in accordance with the City's mandatory Vaccination Policy. Please do not submit your proof of vaccination with your resume. This information will only be required if you are selected as the candidate of choice. For more information, please visit our website at [www.greatersudbury.ca/jobs](http://www.greatersudbury.ca/jobs).**

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

The City of Greater Sudbury is dedicated to maintaining a fair and equitable work environment, and are happy to hire qualified (including education credential) applicants from anywhere. In order to hire a candidate one must be legally entitled to work in Canada, with legally entitled being defined as having all of the necessary paperwork processed, approved and responded to, by way of a work permit being issued and received. Personal information submitted will be used for the purpose of determining suitability for this competition only in accordance with The Municipal Freedom of Information and Protection of Privacy Act.