



THE CORPORATION OF NORFOLK COUNTY – JOB POSTING

Posting #: OPSEU 12.25 (12 vacancies)

Position: Primary Care Paramedic

Status: Permanent Part Time

Employee Group: OPSEU

Salary: \$41.931 - \$44.513 / hour

Division: Emergency and Social Services

Department: Paramedic Services

Reports To: Superintendent, Paramedic Services

Location: Norfolk County

Posting Period: July 30, 2025 – August 14, 2025

How to Apply:

Note: Please ensure you review all application deadline information provided as we are not able to proceed with incomplete applications.

Follow the link below via Google Chrome for the application process:

<https://apply.workable.com/j/87F57DCC66>

- 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.
- Please ensure you have reviewed the list of documentation required to have your application be considered

Find out more information about Norfolk County here: [Employment at Norfolk County - NorfolkCounty.ca](#)



Dear Candidate,

We are pleased that you are entering the Primary Care Paramedic recruitment process with Norfolk County Paramedic Services. The recruitment package provides the list of documentation required by NCPS and respective deadlines. Incomplete applications will not be considered.

All 3 document requirements outlined below are to be submitted with application.	Deadline
1. Class F driver's license (front and back)	September 19, 2025
2. College PCP diploma or equivalent	
3. Current valid CPR certificate (must be valid until October 31, 2025)	
1. Drivers Abstract (uncertified)	If your application is moved forward in the recruitment process you will be advised when these 6 requirements will need to be completed.
2. Successful OPPAT or OPLE (valid from March 1, 2025)	
3. References	
4. Immunizations (incl. COVID-19, Flu)	
5. Communicable disease declaration	
6. Criminal Reference Check (vulnerable)	

Please find the dates scheduled for each step in the recruitment process below.

Please be advised that successful candidates will be notified and required to select testing date and time at each step of the recruitment process. You will **only** be notified if you are successful in moving forward in the process. Any required documentation will be sent to the successful candidates upon notification of moving to the next step.

Dates and locations are subject to change.

Interviews/ Scenarios / Online exam – Online exam to take place August 21, 2025, from 1900-2100. This exam will be via lockdown browser. Candidates are to ensure they have access to a computer with internet in order to take part in the exam. **A passing grade is a 70%.** Only those who are successful in the written will be invited to the next phase.

Interviews and Scenarios will take place the week of September 2, 2025 – September 5, 2025. This will be MMI style where each candidate will attend 2 scenarios, as well as take part in behavioral style interviews.

Reference Checks – The reference consent form will be provided to you when you are contacted to move forward after the written exam. References must be employment related in a reporting capacity. Please note, that we require a reference from your main paramedic preceptor. If you are currently employed as a paramedic, we will also require a reference from your direct report Paramedic Superintendent. References will only be contacted for candidates who are successful in the MMI phase of recruitment.

Conditional Job Offers – Will go out the week of September 15 – 19 2025.

Essential Paperwork – Immunization records, college diploma (or equivalent), AEMCA (or successful letter, or proof of registration for the October 8 write date), CPR HCP/BLS (must be valid until October 31, 2025), communicable disease declaration, Class F driver's license, unverified driver's abstract, successful OPPAT or OPLE are due no later than 1600 on September 19, 2025. **Failure to submit complete documentation by the deadline will result in disqualification of the candidate.**

Orientation – Orientation will take place from 0830 – 1630 October 27, 2025 – October 31, 2025, November 3, 2025 – November 5, 2025, and November 10, 2025.

Position Description:

Provide primary emergency medical care and transportation for ill and injured patients to and from health care facilities by conducting patient assessments, evaluations, prioritizing and providing patient care in accordance with basic and advanced life support standards, guidelines, and Policies throughout Norfolk County.

Knowledge and Skill:

- A diploma from an approved Ontario Primary Care Paramedic training program.
- Hold the qualification of, or have obtained a pass standing, in an advanced emergency medical care assistant examination (A-EMCA), or equivalent, as outlined in the Ambulance Act O. Reg. 257/00. OR registered to write for the October 8, 2025 AEMCA exam, and within 210 days of program completion.
- Have a valid CPR certificate (BLS or HCP or ACLS). Must be valid until October 31, 2025.
- Currently certified as a Primary Care Paramedic, Advanced Care Paramedic, or Critical Care Paramedic certified and in good standing with an Ontario Base Hospital or ability to complete CPER requirements.
- Must successfully complete any/all requirement and become fully certified by the Centre for Paramedic Education and Research (CPER) with Hamilton Health Sciences Base Hospital Program
- Possess and maintain all qualifications as specified under the Ambulance Act and Ontario Regulation 257 requirements for employment.
- Ability to exert heavy physical effort required to treat and move patients, deliver medical equipment or sort inventory at station and in ambulance.
- Must possess and maintain a valid Class “F” Ontario Driver’s Licence or equivalent from another province and able to transfer.
- Must be willing to obtain IV certification when next available course is offered.
- Must be flexible to work days, evenings and/or weekends. As per the collective agreement with OPSEU Local 279 Article 16.09b Part-time Paramedic availability is summarized as follows:
 - **Provide availability and non-availability on a monthly basis, utilizing current scheduling software as prescribed by the Employer at least sixty (60) days prior to the beginning of each calendar month.**

- **Provide and maintain availability for at least twenty (20) shifts in a period of two (2) consecutive calendar months. Provide and maintain at least five (5) of these submitted shifts of availability in a period of two (2) consecutive calendar months on weekends. For every shift that a paramedic is available, it does not guarantee that a paramedic will be offered a shift.**
- Understand and accept that any availability submitted is for any and all bases across Norfolk County

Skills and Abilities:

- Demonstrated ability to effectively communicate, both orally and in writing.
- The ability to exercise sound judgment in emergency situations.
- Courteous and effective skills in dealing with the public.
- All candidates are required to complete and successfully pass an approved physical evaluation prior to employment (OPPAT or OPLE) (results after January 21, 2025 will be accepted).
- Must complete a Vulnerable Sector Police reference check (when requested, not required with application), which is satisfactory to Norfolk County, at your expense. An original is required to be provided when required.
- Must complete immunization information once provided
- A Driver's Abstract will be required to be provided. Your Driver's Abstract must be satisfactory to Norfolk County in addition to meeting the Ambulance Act Regulations and requirements.

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 invited to the written exam will be contacted.