



## **JOB POSTING**

### **Duty Supervisors, Part-Time**



***Grey County's Paramedic Services department is recruiting for permanent part-time Duty Supervisor positions. This job posting is for new positions. The wage rate for this position is currently under review \$47.42 – 54.42/hour.***

***Join us and help make a difference! At Grey County we work together to deliver essential public services that meet the needs of our communities. Grey County isn't just a great place to live; its also a great place to work!***

***We are proud to offer competitive wages and an attractive total compensation package. We support learning and continuous employee development, and champion career progression for our employees. We value work-life balance, so you can make the most of your career at Grey County, while making the most of your life in Grey County!***

***Apply now to join our team! [Careers | Grey County](#)***

## **Purpose**

To provide day to day supervision of all paramedics, and to ensure the provision and maintenance of an effective and cost efficient ambulance service throughout the County of Grey with respect to the administrative and operational aspects of the service.

## **Responsibilities (In cooperation with other duty supervisors)**

- Establishing, instituting, directing, supervising and monitoring operational and policy and procedure for all assigned and non-assigned paramedics and stations, thereby ensuring efficient ambulance service is provided and maintained at all times.
- Establishing disaster control (for ambulance service) in the County of Grey in the event of natural or man-made disasters.
- Consulting with subordinate staff (paramedics), ensuring compliance with the County of Grey's various policies covering Health and safety, Harassment and/or Discrimination, and General Corporate Policies.
- Overseeing and monitoring clinical performance of subordinates with a view to maintaining a high level of patient care at all times by completing chart reviews, on scene evaluations, etc.
- Effectively communicating to subordinates new policies and procedures ensuring they are understood and followed.
- Complete performance appraisals for all assigned staff.
- Provide training to staff as directed.
- Monitors vehicles, facilities and equipment to ensure safety, cleanliness and neatness, ensuring operational readiness is maintained and that corrective action is taken as required.
- Investigating unusual occurrences, complaints, accidents, taking appropriate action in accordance with County and Ministry of Health and Long Term Care policy.
- Effectively communicating to superiors to ensure maximum co-ordination and co-operation in the provision of efficient ambulance service.
- Attending meetings, conferences, seminars etc. as required in order to improve and/or upgrade skills as they pertain to the job description.

- Performing patient care duties and responding to ambulance calls as required as a first response unit including patient assessment, treatment and monitoring tasks, which includes some controlled medical acts in accordance with the Ambulance Act, Ontario Regulation 257/00, Patient Care and Transportation Standards and Communicable Disease Standards.
- Completing and/or directing completion and submission of routine, special and periodic reports as required.
- Ensuring a safe and healthy work environment is established and maintained within the workplace.
- Ensure compliance with the County of Grey's various policies covering Health and Safety, Harassment and/or Discrimination, General Corporate Policies. Abides and adheres to the Ambulance Act and by the Occupational Health and safety Act, in particular Section 27, Duties of Supervisor.
- Establishing good relationships with allied agencies and the public in general.
- Ensuring map updates are quickly and effectively communicated to staff and C.A.C.C.
- Ensuring confidential information is not released unless proper authorization has first been obtained.
- Ensuring the delivery of station mail and reports to and from headquarters on a weekly basis.
- Ensuring that all required shifts are filled in order to prevent the down staffing of vehicles.

## **Working Conditions**

For Full time Supervisors, hours of work will average 84 hours per pay. This position is required to be on 24 hours/7 days a week rotating status. Overtime can be expected to deal with normal operational and statutory deadlines, emergencies, and peak periods.

### **Scheduling Conditions for Full Time FLOAT and Part Time Supervisors**

Full time float, and part time supervisors will be required to submit availability Four (4) weeks in advance of the posted schedule. Part time Supervisors will be required to submit the minimum availability;

- Eight (8) 24-hour periods of availability per month.

- Of which, three (3) shall be on a Saturday or Sunday
- Work a minimum of three (3) shifts per month, if made available, to maintain employment

When emergencies and disasters occur, the incumbent is available at all hours to fulfil added responsibilities and to exercise a proper leadership influence.

## **Contacts**

### *Internal Working Relationships*

The Director of Paramedic Services, Operations Manager, Quality Assurance and Community Programs Manager, Wellness and Support Manager , other County Employees, Agencies, Management and employees within the Paramedic Services Department, Union representatives, Long Term Care service providers.

### *External Working Relationships*

Ministry of Health officials, Paramedic Associations, Base Hospital staff, other first response agencies, other EMS providers, fire service providers, Central Ambulance Communications Centre staff and other related Emergency Health Services.

## **Knowledge and Skill**

- Minimum certification as a Primary Care Paramedic as per the Ambulance Act of Ontario.
- Minimum of five (5) years ambulance related experience.
- Community Paramedicine certification or willing to obtain
- Previous Supervisory experience in the ambulance sector preferred.
- Related educational certificates in “Effective Supervision” and “Site Management” preferred but not essential.
- Strong organization and negotiation skills
- Effective oral and written communication skills.
- Strong background in (Microsoft) computer skills and capabilities.

## **Impact of Error**

Poor strategic planning and decision-making may lead to inefficient and/or ineffective operations, possibly resulting in loss of life.

Ineffective or inefficient operations may result in decreased public respect and faith in Emergency Medical Services and County functions as a whole.

***Grey County is proud to be an equal opportunity employer, and promotes a culture of respect where all team members are valued for their unique talents, knowledge and lived experiences.***

***Accommodations are available for all parts of the recruitment process. Applicants are encouraged to outline accommodation needs when submitting their application. If alternate methods of application are required, candidates can email [careers@grey.ca](mailto:careers@grey.ca).***

***This recruitment process does not use artificial intelligence (AI) to screen, assess, or select applicants. All applications are reviewed and evaluated by our hiring team.***

***While we thank all candidates for their interest, only those selected for an interview will be contacted.***

***Any personal information submitted will be managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, and will be used only to determine eligibility for employment.***

***Based on the nature of the position, pre-employment screening may be required including but not limited to; Criminal Record Searches, Financial Credit Inquiries; Educational and Credential Verification; Driver's Abstracts; Drug/Alcohol Testing; Pre-Medical Testing and Investigative Employment References.***