

Spring 2024 Paramedic Recruitment

County of Simcoe Paramedic Services invites applications for:

Uncertified** part time Advanced Care Paramedics

Uncertified** part time Primary Care Paramedic

** Uncertified – not currently employed by a paramedic service

Important Dates and Information

MINIMUM QUALIFICATIONS:

- Have a PCP or ACP College Diploma from an approved institution or a letter of anticipated successful College program completion or provide MOH Equivalency Labour Mobility completion letter
- Hold MOH AEMCA/ACP credential
- Have F Class driver's license with no more than 6 demerit points
- Able to provide a clear Criminal Record Check with Vulnerable Sector Screening
- Standard First Aid (SFA) **AND** BLS certification (formerly known as Health Care Provider level CPR) current within 1 year of hire
- Free of communicable diseases and have up to date vaccination status as per the Ambulance Act

IMPORTANT DATES:

- Applications can be submitted through the County of Simcoe website under “careers” from **January 2nd – 19th, 2024**;
 - Physical Testing - OPPAT – **successful results submitted by April 26th, 2024 (valid results from October 26th, 2023 onward):**
- F Class documentation must be acquired by **April 26th, 2024**.
- Criminal Record Check with Vulnerable Sector Screening dated within one month of hire (**April 29th, 2024**)
- Electronic qualification & documents submission deadline:
 - 1. Non - personal documents – **January 29th, 2024**;
 - 2. Personal documents at job offer – **March 14th, 2024**;
- **Interviews** - between **09:00-16:00 hours** during the week of **February 5th, 2024**;
- **Skills Testing** – between **09:00 – 16:00** during the week of **February 20th, 2024**.
- Reference checks– week of **February 23rd, 2024**;
- Conditional job offers are sent out – **March 4th 2024**;
- Job offers to be accepted by noon – **March 14th, 2024**;
- Sunnybrook Regional Base Hospital Program Orientation **April 23rd** and OSCE – **April 25th and 26th, 2024**; and,
- County of Simcoe Paramedic Services Orientation – **April 29th – May 16th, 2024**.
 - **Week 1 – April 29th**: Mon, Tues Wed, Thurs
 - **Week 2 – May 6th**: Mon, Tues, Wed, Thurs
 - **Week 3 – May 13th**: Mon, Tues, Wed, Thurs (Friday for IV PCP training).

RECRUITMENT PHASE INFORMATION:

Physical Testing:

The successful completion of a paramedic physical assessment, must be completed by dated **April 26th, 2024** is required as a condition of employment. **Valid successful results dated no earlier than October 26th, 2023.**

The County of Simcoe Paramedic Services (CSPS) will only be accepting the Ottawa Paramedic Physical Abilities Testing (OPPAT). This is a third party organization and there is a fee that is paid directly to the third party, by the applicant. The physical testing is a pass/fail component. If you have already completed the OPPAT by the date above, your results can automatically be shared with CSPS if you provide permission to the agency.

Applicants may begin booking their physical testing immediately. For booking and more information use this link

<https://specialprojects.wlu.ca/oppat/register/>

Qualifications & Documents Collection:

Candidates must submit via email an electronic copy of all documents to psqualityadmin@simcoe.ca

1. All **non-personal** required documents **must be submitted no later than January 29th, 2024 to be considered for the interview phase** and present hard copies at interview:
 - College Diploma (PCP Program and ACP Program), letter of anticipated program completion
 - AEMCA Certificate and ACP Certificate
 - Current SFA **AND** BLS CPR Certificate
2. The remaining **personal** required documents must be submitted prior job offer acceptance, **March 14th, 2024** to be eligible to move on to BH orientation and Service orientation:
 - Criminal Record Check with Vulnerable Sector Screening (with the past month)
 - Ontario Ministry of Transport Driver's License Abstract (uncertified)
 - Signed Communicable Disease Self-Declaration
 - Completed County of Simcoe Paramedic Services Health Screening Record
 - Signed Immunization Status Report
3. OPPAT results and F Class or great Driver's License must be submitted by **April 26th, 2024.**

A link to these documents can be found on the "Paramedic Careers" webpage of <https://www.simcoe.ca/dpt/ps/careers>

Interview Assessment / Skills Assessment:

Resume screening will be completed and those candidates who pass screening and have submitted the required non-personal documentation by **January 29th** will be eligible for an interview. These candidates will receive a portal link to select their interview time slot and a skills time slot on **January 26th**. Candidates must choose their interview slot **and** skills slot by **January 31st**. Those who are not successful in their interview process, will be contacted and released from the process and therefore will not need to attend their booked skills testing date.

Interviews will be held in person during the week of **February 5th, 2024 only**.

Skills testing will be held during the week of **February 20th, 2024 only**.

County of Simcoe Paramedic Services Orientation:

All hard copies must be presented for verification on the first day of in-person orientation.

Orientation will run from **Monday to Thursday, 08:30 – 16:30 daily, from April 29th – May 16th, 2024**. In addition, PCP candidates who require IV training must attend on **Friday May 17th, 2024**.

Orientation will consist of a combination of virtual and in-person sessions.

Attendance is mandatory for the entire orientation.