



**COMMUNITY PARAMEDIC ADMINISTRATIVE SUPERVISOR – 182-21-2**  
**PARAMEDIC SERVICES, HEALTH SERVICES**  
**Full-Time**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **October 20, 2021**, for the Community Paramedic Administrative Supervisor with Paramedic Services, Health Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** The Community Paramedic Administrative Supervisor Reports to and works under direction and supervision of the Manager/Chief of Six Nations Paramedic Services. The Community Paramedic Administrative Supervisor will assist the Six Nations Paramedic Service in planning, implementing and maintaining the Community Paramedic Program. To act as the primary operational support to the Community Paramedic Program team and as a support to the larger Paramedic Service. Liaise and develop relationships with internal and external stakeholders to support the monitoring and evaluation of the team and program performance related to the operation of a community paramedic program. Ensure all regulations and guidelines are adhered to.

<b>Type</b>	Full Time
<b>Closing Date</b>	October 20, 2021
<b>Term:</b>	Permanent
<b>Hours of Work</b>	40 hours weekly
<b>Wage</b>	TBD

**BASIC QUALIFICATIONS:**

- Paramedic/Advanced-Emergency Medical Care Assistant (A-EMCA) employees must meet the minimum standard for employment as set out in the Ambulance Act and Regulations (Part III, Qualifications of Emergency Medical Attendants and Paramedics).
- Successfully completed an Ambulance and Emergency Care program or a Primary Care Paramedic program at an approved College of Applied Arts and Technology.
- Possess a Ministry of Health and Long-Term Care, A-EMCA certificate.
- Must have a favorable criminal record check including Vulnerable Sector screening search.
- Strong problem solving and conflict resolution skills

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at [StaffHR@sixnations.ca](mailto:StaffHR@sixnations.ca).

**Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Community Paramedic Administrative Supervisor – Full Time – 182-21-2**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0

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## POSITION DESCRIPTION – HEALTH SERVICES

**POSITION TITLE:**                    **Community Paramedic Administrative Supervisor**

**REPORTING RELATIONSHIP:**

Reports to and works under direction and supervision of the Manager/Chief of Six Nations Paramedic Services.

**PURPOSE & SCOPE OF THE POSITION:**

The Community Paramedic Administrative Supervisor will assist the Six Nations Paramedic Service in planning, implementing and maintaining the Community Paramedic Program. To act as the primary operational support to the Community Paramedic Program team and as a support to the larger Paramedic Service.

Liaise and develop relationships with internal and external stakeholders to support the monitoring and evaluation of the team and program performance related to the operation of a community paramedic program. Ensure all regulations and guidelines are adhered to.

**KEY DUTIES & RESPONSIBILITIES:**

**Technical Functions:**

- Monitors and evaluates all Community Paramedic team members and ensures relevant certifications as per the Ministry of Health and Long-Term Care and Six Nations Paramedic Services
- Facilitate seamless patient care across programs and services
- Participate in assessment and intervention as required to support the team
- Pursue the continued growth and development of the Community Paramedic program
- Support and participate in the quality improvement initiatives of the Six Nations Health Services department

**Communication Functions:**

- Liaise with internal and external stakeholders including other Community Paramedic programs
- Foster strong sense of teamwork and collaboration across other Six Nations Health Service programs
- Participates as a member of the Occupational Health and Safety Committee as required
- Establish, maintain and support physician relationships
- Attend meetings and prepare presentations as required

**Administrative Functions:**

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- Initiating and investigating complaints that may arise internally and externally
- Design, develop and maintain the operation of a culturally safe community paramedic program
- Process and monitor incoming program referrals
- Monitor and audit Electronic Medical Records as required
- Increased scope of practice as overseen and required by Primary Care Providers/Physicians who hold a formal agreement with the Community Paramedic Program
- Collect and compile required data for program evaluation and development
- Maintain a close and collaborative relationship with local Public Health to support proactive and preventive health for the community

**Other Functions:**

**WORKING CONDITIONS:**

- Work as a public profile with public contact and may be subject to deadlines and interruptions.
- Work requires a lot of out of office contact.
- Work hours will be flexible according to clinic needs.
- Work requires extensive physical activity and is subject to unscheduled over time.
- Will work without direct supervision.

**WORKING RELATIONSHIPS:**

**With Management Team**

Receives direction, and guidance in providing day-to-day operations of Six Nations Paramedic Services.

**With the Director of Health Services**

Receives direction, guidance, encouragement; discusses plans and priorities.

**With Other Staff**

Promotes courtesy, cooperation and teamwork with all staff.

**With External Agencies**

Represents and promotes Six Nations interests relative to Paramedic Services.  
Maintains awareness of legislative policy and program changes.  
Seeks to develop close working relationships.

**With the Public**

Represents and promotes Paramedic Services and health interests of Six Nations.  
Works in a courteous, co-operative and positive manner.

## **KNOWLEDGE AND SKILLS:**

### **Minimum Requirements:**

- Paramedic/Advanced-Emergency Medical Care Assistant (A-EMCA) employees must meet the minimum standard for employment as set out in the Ambulance Act and Regulations (Part III, Qualifications of Emergency Medical Attendants and Paramedics).
- Successfully completed an Ambulance and Emergency Care program or a Primary Care Paramedic program at an approved College of Applied Arts and Technology.
- Possess a Ministry of Health and Long-Term Care, A-EMCA certificate.
- Must have a favorable criminal record check including Vulnerable Sector screening search.
- Strong problem solving and conflict resolution skills

### **Other Related Skills:**

- Leadership experience
- Knowledge and understanding of the obligations set forth in the following:
  - Basic/Advanced Life Support Patient Care Standards
  - Ministry of Health and Long-Term Care regulations governing provision of Paramedic Services
  - Paramedic Medical Directives as set out by the Centre of Paramedic Education and Research
- Must hold a valid class “F” driver’s license issued under the Highway Traffic Act that authorizes a person to drive an Ambulance and clean driver’s abstract check.
- Must be free from all communicable diseases as outlined in Ontario Reg. 558/91 (Specification of Communicable Diseases) and provide documentation to support.
- Must have a valid certificate signed by a physician that states the person is immunized against tetanus, diphtheria, hepatitis B, poliomyelitis, varicella, rubella, influenza or that such immunization is contra-indicated.
- Cardio-Pulmonary Resuscitation (CPR) certification at the Health Care Provider Level by an approved provider and will complete annual re-certification thereafter.
- Must be able to adhere to service uniform policy which includes wearing a respirator (N95) and other personal protective equipment.
- Willingness to work flexible hours as required by the program
- Exceptional interpersonal skills: courtesy, tact, compassion and empathy.
- Well-developed communication skills, both written and verbal communication skills.
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture.

## **IMPACT OF ERROR:**

Errors in judgement and in the conduct of duties could lead to the loss of credibility, poor public relation, confusion, duplication of effort and misinformation being given to Paramedic Management Team, Director of Health Services, Human Services Committee, Six Nations Elected Council, Governmental Agencies and the public.

**CONTROL:**

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.

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