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P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

**ADVANCED CARE PARAMEDIC
PARAMEDIC SERVICES, HEALTH SERVICES
(PART TIME)**

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, on **Wednesday June 20, 2018** for a part time Advanced Care Paramedic with Paramedic Services, Health Services Department. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications will be accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction and supervision of the Six Nations Paramedic Chief, the Advanced Care Paramedic shall be responsible for initiation and provision of treatment, stabilization and safe transport of urgent and non-urgent patients via ambulance to the most appropriate medical facility while practicing within his/her scope of practice as an Advanced Care Paramedic within policies and procedures established by Six Nations Elected Council.

SALARY: \$41.04 per hour

BASIC QUALIFICATIONS:

- 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 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;
- Successfully complete an Advanced Care Paramedic Program at an approved College of Applied Arts and Technology;
- Certification from the Centre of Paramedic Education and Research Medical Director to perform advanced airway management, manual defibrillation and administer symptom relief medications, initiate intravenous therapy and any other additional skills designated by the Base Hospital program and Six Nations Paramedic Services or able to obtain certification as soon as possible after employment;
- Must have 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 certification at the Health Care Provider Level by an approved provider and will complete annual re-certification thereafter.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Covering 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 – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. A photocopy of ALL certificates and licenses (A-EMCA, driver's license/CPR/driver's abstract, physician certificate and certification from the Centre of Paramedic Education and Research Medical Director).
6. Place all documents listed above in a sealed envelope and mail to or drop off at:

Advanced Care Paramedic – Part Time
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69
Ohsweken, Ontario N0A 1M0

OR

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.

Method #2:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Covering 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 – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. A photocopy of ALL certificates and licenses (A-EMCA, driver's license/CPR/driver's abstract, physician certificate and certification from the Centre of Paramedic Education and Research Medical Director).
6. Scan and email all documents listed above to recruitment@sixnations.ca.



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: **Advanced Care Paramedic (Part Time)**

REPORTING RELATIONSHIP:

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

PURPOSE & SCOPE OF THE POSITION:

Responsible for the initiation and provision of treatment, stabilization and safe transport of urgent and non-urgent patients via ambulance to the most appropriate medical facility while practicing within his/her scope of practice as an Advanced Care Paramedic and adhering to all Ministry of Health and Long-Term Care, Six Nations Paramedic Services, Six Nations Health Services, Six Nations Elected Council and Centre for Paramedic Education & Research directives, policies and procedures.

To assist Manager and Supervisor in designing, developing, planning, implementing, and maintaining the Paramedic Service Program for the Six Nations Community and surrounding areas as part of the Six Nations Paramedic Services, Health Services Department of the Six Nations of the Grand River.

To support and promote the mission and values of Six Nations Paramedic Services and Six Nations Health Services.

To serve as a mentor to new paramedics.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Responsible for the initiation and provision of treatment, management and safe transport of urgent and non-urgent patients via ambulance to the most appropriate medical facility.
- Responsible for all medical interventions as certified by the Centre of Paramedic Education & Research and Six Nations Paramedic Services, including but not limited to, manual defibrillation, administration of symptom relief medications including auxiliary directives, initiation of intravenous therapy, and cardiac rhythm interpretation according to provincial and local standards and protocols.
- Performs duties related to the maintenance of equipment and supplies, and participates in maintaining a clean and safe work environment.

- Maintenance of regulatory and licensing requirements, as directed by the Ministry of Health and Long-Term Care.
- Attends all mandatory training programs.
- Participates in Continuing Medicine Education (CME) as required.
- Participates in the training of Primary Care Paramedic and Advanced Care Paramedic students.

2. **Communications Functions:**

- Interacts with members of the health care team, allied agencies, the public and patients in a professional manner.
- May be required to participate as a member of the Occupational Health and Safety committee.
- Liaises with all departmental divisions, Ministry of Health and Long-Term Care (MOHLTC), Central Ambulance Communications Centre (CACC), fire service personnel, Police Officers, hospitals, community colleges, general public and other organizations on behalf of Six Nations Paramedic Services as directed.

3. **Administrative Functions :**

- Prepares various reports as required which includes, but is not limited to Ambulance Call Reports, Incident Reports, Vehicle Checklists, Unusual Occurrence Reports, Shift envelopes and any other reports deemed as necessary by Six Nations Paramedic Services and/or Ministry of Health and Long-Term Care.
- Assists in developing and delivering a Paramedic service program that is culturally relevant in conjunction with appropriate Six Nations Agencies.
- Adheres to Six Nations Elected Council, Six Nations Paramedic Services and Health Services policies and procedures.

4. **Other Functions:**

- Performs other job related duties as required by the Chief, Deputy Chief and/or Supervisor.
- Provides support for the Six Nations Emergency Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Chief, Deputy Chief and Supervisor as members of the Emergency Control Group or Emergency Site Manager.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

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 rotated around 12-hour shifts –days and/or nights or a 24 hour work cycle with a minimum of 8 hours rest period between shifts. May be subject for requests to work on short notice and/or unscheduled shifts.

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

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- All 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.
- Successfully completed an Advanced Care Paramedic program at an approved College of Applied Arts and Technology.
- Possess a Ministry of Health and Long-Term Care, Advanced Care Paramedic certificate.
- 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 have a clean criminal record check including Vulnerable Sector screening search.
- 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

- Operations/Policy & Procedures Manuals
- Must be successful in certification from Centre of Paramedic Education and Research Medical Director to perform advanced airway management, manual defibrillation, administer symptom relief medications including controlled medications, initiate intravenous therapy and any other additional skills designated by the Base Hospital Program and Six Nations Paramedic Services or able to obtain certification as soon as possible after employment.
- 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.
- Physical strength, coordination and manual dexterity to perform patient extrication, lifting, carrying and positioning as well as treatment.

Other Related Skills:

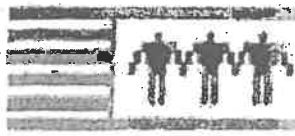
- Exceptional interpersonal skills: courtesy, tact, compassion and empathy.
- Well-developed communication skills, both written and verbal communication skills.
- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture.

IMPACT OF ERROR:

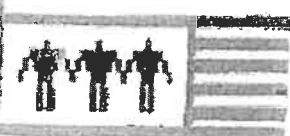
Errors in judgement and in the conduct of duties could lead to the loss of credibility, poor public relation, confusion, duplication of effort and misinformation being given to Paramedic Management Team, Director of Health Services, Human Services Committee, Six Nations Elected Council, Governmental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



SIX NATIONS COUNCIL



APPLICATION FOR EMPLOYMENT With the Six Nations Council

PART I: GENERAL INFORMATION

Application for: (Job Title)			Closing Date:		
Name of Applicant:	First Name	Initial	Last Name	Band & Number (if applicable)	
Mailing Address (R.R.#, Blue # & Address)			Home Phone.	Alternate Phone No.	
City or Town or Village	Province		Postal Code	Email Address	
<p>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.</p>					
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you have previously worked for Six Nations Council, please answer the following:					
Length of time worked _____ Months _____ Year(s) Dates Employed: _____					
Reason for Leaving _____					
Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No					

PART II: EDUCATION

Year Last Attended	Secondary School					College or University					Graduate or Professional					
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5	
Level Completed																
Certificates, Diplomas, Degrees obtained																
Course of Study Taken																
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education																

PART III WORK HISTORY

I Present or Last Employer	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	

II Previous Employer	Address:
Type of Business:	Telephone:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	

III Previous Employer:	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	

We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)

1. _____

2. _____

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date