



P.O. BOX 5000

OHSWEKEN, ONTARIO

N0A 1M0

DEPUTY CHIEF
PARAMEDIC SERVICES, HEALTH SERVICES
(FULL 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 full time Deputy Chief 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 Deputy Chief shall assist in the performance of statutory, advisory and operational duties related to Six Nations Paramedic Services and assist with overseeing the designing, developing, planning, coordinating, implementing and managing of the Paramedic program within policies and procedures established by Six Nations Elected Council.

SALARY: \$43.00 per hour

BASIC QUALIFICATIONS:

- Possess and maintain a Ministry of Health and Long Term Care A-EMCA certificate, preferably Advanced Care Paramedic status and all applicable qualifications for Paramedics in Ontario as determined by the Ministry of Health and Long- Term Care, at minimum Primary Care Paramedic certification with local base hospital and four (4) years managerial experience;
- Comprehensive technical knowledge and skills in the emergency health services field; thorough knowledge of labour relations, emergency preparedness, project management, policy and program development, budget administration and program evaluation;
- Knowledge and understanding of pertinent Federal and Provincial legislation, regulations, standards, and guidelines, including but not limited to, the Ambulance Act, Mental Health Act, Coroners' Act, Highway Traffic Act, Workplace Safety and Insurance Act, Accessibility for Ontarians with Disabilities Act, Employment Standards Act, Child and Youth Families Act, Controlled Substances Act and Human Rights Code of Canada;
- Ability to compose and present specialized reports, policies and procedures, budget justifications, equipment specializations, performance evaluations, conference papers and presentation materials.

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:

Deputy Chief - Full-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: Deputy Chief, Paramedic Services

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Chief of Six Nations Paramedic Services, Health Services, Six Nations Elected Council.

PURPOSE & SCOPE OF THE POSITION:

To assist the Chief of Six Nations Paramedic Services and/or Director of Health Services in the performance of statutory, advisory and operational duties related to Six Nations Paramedic Services.

To assist Chief of Six Nations Paramedic Services and/or Director of Health Services by overseeing the designing, developing, planning, coordinating, implementing and managing of the Paramedic program of the Six Nations of the Grand River.

To monitor and evaluate transportation and emergency medical care provided to ill or injured persons to, from and between medical treatment facilities in special equipped ambulance vehicles and to assist medical staff at receiving facility as required, as needed to maintain certification as a Ambulance Service Provider within the definition of the Ontario Ambulance Act and Standards set by the of Ministry of Health and Long-Term Care, Emergency Health Services Branch.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Monitors and evaluates all primary and advanced care emergency medical care performed in accordance with the Ministry of Health and Long-Term Care – Emergency Health Services Basic Life Support Standards, Advanced Life Support Standards and standing orders as delegated by the Medical Director of the Hamilton Health Sciences Corporation – Centre for Paramedic Education and Research (CPE) Base Hospital Program, Emergency Health Services Branch and Service guidelines, methods procedures and techniques.
- Assist to maintain all relevant certifications as per the Ministry of Health and Long-Term Care, Six Nations Paramedic Services and CPE.

2. Communications Functions:

- Continuous lobbying for additional staffing, training and operational issue resolution, with the Ministry of Health and Long-Term Care, Six Nations Elected Council and Six Nations Health Services, to ensure the service is meeting the needs of the community.
- Initiating and investigating complaints that may arise internally and externally.
- 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.
- Participates as a member of the Occupational Health and Safety Committee as required.

3. Administrative Functions :

- Designs, develops and maintains a culturally relevant ambulance service in conjunction with appropriate Ministry of Health and Long-Term Care, Paramedic Base Hospital Program and various Six Nations and surrounding community agencies such as: Fire Departments, Police Departments, Emergency Departments, etc.
- Develops, maintains and ensures compliance with program policy and procedures with annual reviews.
- Daily management of all staff according to the Six Nations Elected Council Employment Policy, and internal policies and procedures of the Six Nations Health Services and Six Nations Paramedic Services.
- Assists in preparing the Service Planning, Financial and Operational Reports as necessary for Six Nations Health Services, internal and external agencies as required.
- Assists in maintaining the financial records and program budget to ensure balancing of statements with Health Services Financial Control Officer.
- Ensures that all Ambulance Call Reports and Incident/Occurrence Reports are distributed to the Paramedic Base Hospital Program for Peer Review and that there is a mechanism in place to ensure that all the reportable incidences are completed appropriately.
- Maintains training records for all staff in accordance with the Ministry of Health and Long-Term Care, Six Nations Elected Council, Six Nations Health Services and Six Nations Paramedic Services requirements. Provide In-Service orientation and annual training.
- Oversees maintenance of the paramedic base and control of supplies and equipment.
- Investigates any accidents/incidents involving Ministry of Health vehicles insuring that all reports are fully completed and provided to the appropriate officials. Ensuring that all vehicles are promptly repaired or replaced to ensure service continuity.
- Ensure that all vehicles are inspected, maintained and replaced in accordance with service and Ministry of Health guidelines.
- Assists in developing and maintaining a database to monitor staffing, call volumes, response times, vehicle maintenance and any other databases that may be required operationally.
- Assists in developing work plans, annual reviews, quarterly reports and forecasting to plan for adequate service delivery in the community.

4. Other Functions:

Revised May 2018

Minimum Requirements:

- Will possess and maintain Advanced Emergency Medical Care Attendant (A/EMCA), preferably Advanced Care Paramedic (ACP) status and all applicable qualifications for Paramedics in Ontario as determined by the Ministry of Health and Long-Term Care. At minimum maintain Primary Care Paramedic (PCP) certification with the local base hospital with minimum four (4) years related managerial experience.
- Comprehensive technical knowledge and skills in the emergency health services field; thorough knowledge of labour relations, emergency preparedness, project management, policy and program development, budget administration and program evaluation.
- Knowledge and understanding of pertinent Federal and Provincial legislation, regulations, standards, and guidelines, including but not limited to, the Ambulance Act, Mental Health Act, Coroners' Act, Highway Traffic Act, Personal Health Information Protection Act, Occupational Health and Safety Act, Workplace Safety and Insurance Act, Accessibility for Ontarians with Disabilities Act, Employment Standards Act, Child Youth and Families Act, Controlled Drugs and Substances Act and the Human Rights Code of Canada.

Other Related Skills:

- Ability to compose and present specialized reports, policies and procedures, budget justifications, equipment specializations, performance evaluations, conference papers and presentation materials.
- Leadership, negotiation, and human relations skills to manage, develop, motivate and support paramedic, supervisory and support staff in achieving objectives.
- Ensures effective community and public relations are maintained with respect to community members, allied agencies, government, local stakeholders and hospitals by addressing any problems in a timely and efficient manner.
- Participates in the recruitment and hiring of Paramedics and oversees college student program placements.
- Proven ability to make complex decisions both independently and collaboratively in a fiscally responsible manner.
- Excellent organizational skills, ability to manage multiple tasks/projects and change focus as required often without notice.
- Strong computer skills with knowledge of various information systems and software.

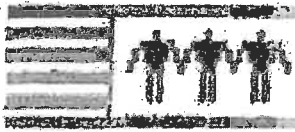
IMPACT OF ERROR:

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

CONTROL:

Revised May 2018

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 levels of 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
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.					
Do you have specific needs to be accommodated? If so, in what manner?		Do you have the valid required license(s)?		Do you have a valid First Aid/CPR Certificate?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No		<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									
Level Completed																				
						9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
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