



# Beausoleil First Nation

Eleven Ogemaa Miikan

Christian Island, ON

L9M 0A9

705-247-2051 Fax: 705-247-2239 Email: vsandy@chimmissing.ca

**Posted: April 4, 2019**



## **Beausoleil First Nation- Chief of Paramedic Services**

### **Persons of Aboriginal Descent Preferred.**

The Beausoleil First Nation EMS is seeking an EMS Manager reporting to the First Nation Administrator who will be responsible as the Duty Officer (24/7) and direct supervision of the EMS Superintendent(s), paramedics, Volunteer Emergency First Responders and support staff.

Managing investigations and ensuring regulatory compliance; continuous quality improvement for the management and delivery of emergency medical services including all related, assets, health and safety, deployment, and emergency planning; and all assigned projects as related to the position. The functional Responsibility of the EMS Manager is the following:

- 1) Overall responsibility and accountability to Beausoleil First Nation (BFN), the Ministry of Health and Long Term Care Emergency Health Services Branch (MOHLTC EHSB), Central Ambulance Communications Centre (CACC) and the Provincial Base Hospital Program as it relates to Beausoleil First Nation Paramedic Services.
- 2) Provides Paramedic Services implementation leadership, advice and guidance to BFN Chief & Council, Management and Operations
- 3) Primary designate with respect to paramedic service operations to: Council, area hospitals, Base Hospital Program and Ministry of Health and Long Term Care and other applicable allied agencies
- 4) PAD Program Coordinator and EFR Team Coordinator

### **Qualifications and Skills**

1. AEMCA/EMCA or equivalent and Certified Primary Care Paramedic (PCP)
2. WSIB Certification Member Level 1
3. Emergency Management Ontario – Incident Command 100, EMO – BEM
4. Minimum 2 years Senior Management experience within EMS environment
5. A related University degree or equivalent combination of education and relevant work experience as a Health Care Provider with progressively responsible management experience preferably in Emergency Health Services.
6. Previous successful experience supervising and managing operational units, ideally EMS.
7. Working knowledge of all applicable Acts, Regulations and Standards regarding Emergency Health Services in Ontario under Employment Standards Act and Federal Labour Code.
8. Effective working knowledge of all Emergency Health Services legislation and regulations
9. Implementation knowledge of the principles and practices of a high performance EMS system.
10. Proven competence in time management, interpersonal skills, excellent written, verbal, digital communication skills including developing and maintaining positive internal and external relationships, analytical skills, conflict resolution.
11. Demonstrated ability to exercise superior judgment, tact and discretion in dealing with sensitive and complex, time sensitive situations in a constantly changing environment.
12. Computer literacy in a Windows environment utilizing Microsoft Office applications; word processing, spreadsheets.
13. Working knowledge and experience with budget process and control.
14. Required to maintain EMCA/AEMCA status and all the applicable requirements of a primary care paramedic level.
15. **Will be required to work emergency replacement shifts subject to operational needs.**
16. Knowledge of Aboriginal Culture and Community dynamics as related to EMS in a rural Island environment

**Salary/Wage: \$82,000.00 to \$85,000.00 initial DOQ/DOE**

### **Major Responsibilities:**

- Knowledge of Emergency Management Services Collective Bargaining Agreements
- Designs, evaluates, revises and facilitates delivery of effective quality management, service delivery, training programs
- Participates in the development, implementation and maintenance of operational plan for service delivery
- Develops strategic networks with outside affiliates/allied agencies and others
- Participates as a member of the Beausoleil First Nation Management Team
- Coordinates and Facilitates training
- Participates in the preparation, management and monitoring of the budget and all expenditures
- Monitors and evaluates EM services
- Participate as a Managerial member of the BFN Occupational Health and Safety Committee:
- Participate in Community Emergency Management for BFN:
- Manage and maintain superintendent and paramedic on-time performance
- Monitor performance of contingency plans to effectively deal with human or natural disasters and labour disruptions.
- May provide first resource emergency coverage for operational staff.
- Participate in public relations and media events pertaining to the division. Establish and maintain a good liaison with allied agencies, governments (municipal, regional, provincial and federal), public and general interest groups.
- Facilitates a consistent and accountable process with BFN departments/Managers for WSIB claims, accident investigations and subsequent reporting and follow-up
- Manage reporting requirements to the provincial government submitted within the required time frames.
- Promote and facilitate WHMIS, WSIB OHS Committee, First Aid/CPR/AED, Health and Safety instruction to BFN employees and maintain a healthy and safe work environment, consistent with organization policy and the Section 2 Canada Labour Code (Health and Safety) and the Ontario Occupational Health and Safety Act.

**Closing Date will be Monday May 6, 2019 @ 4:30 pm, no late applications will be accepted**

Applications shall be delivered to the Beausoleil First Nation Administration Building. Applications must be complete, including: Cover letter, Current Resume, Copies of Degrees/Certificates, 3 work related references Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable and are to be sent to the attention of Virginia Sandy, Interim Human Resources Manager, [vsandy@chimmissing.ca](mailto:vsandy@chimmissing.ca) or Fax: 705-247-2239. Applicants selected for an interview must present the names of 3 references to be contacted. **Thank you to all who apply, however, only those selected for an interview will be contacted.**