



Beausoleil First Nation

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Beausoleil First Nation- Chief of Paramedic Services

Persons of Aboriginal Descent Preferred

The Beausoleil First Nation Paramedic Services is seeking a Chief of Paramedic Services reporting to the First Nation Administrator. The Chief of Paramedic Services will be responsible as the Duty Officer (24/7) and direct supervision of the Superintendent(s), paramedics 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

Qualifications and Skills

1. 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.
2. Minimum 2 years Senior Management experience within EMS environment
3. Previous successful experience supervising and managing operational units, ideally EMS.
4. Knowledge of Ambulance Systems/interrelated agencies, relevant legislation (Ambulance Act, standards, Employment Standards Act, Health & Safety Act, HTA, Criminal Code, MFIPPA, PHIPPA and WSIB)
5. Knowledge of MOH Certification Standards, Land Ambulance financial systems, service funding, budget consolidation, fleet management, Labour issues, medical procedures, disaster planning/preparation/response and operational knowledge of Air Ambulance systems
6. Implementation knowledge of the principles and practices of a high performance EMS system.
7. 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.
8. Demonstrated ability to exercise superior judgment, tact and discretion in dealing with sensitive and complex, time sensitive situations in a constantly changing environment.
9. Computer literacy in a Windows environment utilizing Microsoft Office applications; word processing, spreadsheets.
10. Working knowledge and experience with budget process and control.
11. Knowledge of Aboriginal Culture and Community dynamics as related to EMS in a rural Island environment

Salary/Wage: \$110,000 to 120,000 initial DOQ/DOE

Major Responsibilities:

- Knowledge of Emergency Management Services Collective Bargaining Agreements
- Develop, implement and audit short and long range division objectives and service delivery standards, ensure alignment with changing community needs and the Paramedic Services strategic and operating plans.
- Collaborate with internal and external stakeholders to execute the strategic plans;
- Establish and implement risk mitigation strategies and procedures to enhance Paramedic Services, standards and outcomes.
- Develop, for approval, and administer annual budget, ensuring budget requests are consistent with the operating objectives while maintaining an optimum cost-benefit relationship.
- Prepare reports and analyze material for the First Nation Administrator and Chief and Council to meetings.
- Manage division in accordance with all Acts and Regulations, the Board and local policies and requirements.
- Manage staff employed in the delivery of Paramedics Services; including recruitment, performance reviews, discipline, coaching/counseling, training and development within a unionized work environment;
- Ensure policies and procedures are accurately followed, as well as adherence to all professional and provincial and federal Regulations and requirements;
- Adhere to the Occupational Health and Safety Act, local policies and practices relating to a healthy workplace;
- Avoid legal challenges by understanding current and proposed legislation; enforcing regulations; recommending new procedures;
- Update job knowledge by participating in educational opportunities; reading professional publications, maintaining personal networks, participating in professional organizations, and ensuring required designation(s) remain up to date

Closing Date will be August 12, 2021 @ 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, Human Resources Manager, vsandy@chimnissing.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.**