



Grey County Paramedic Services
Recruitment Guide 2023

Introductions

The purpose of the guide is to answer all frequently asked questions related to the Primary Care Paramedic Recruitment for Grey County. Please review this document in full and refer to it for all questions. For any questions not answered in this guide please contact Sarah MacNeil, HR Business Partner for Paramedic Services at sarah.macneil@grey.ca or 519-379-3398.

Please note, all date and requirements are subject to change. All candidates must participate in each stage of the selection process to be considered for employment with Grey County.

Accommodation

The County of Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Please email all accommodation requests to Sarah MacNeil, HR Business Partner for Paramedic Services at sarah.macneil@grey.ca.

Recruitment Process

There are three (3) stages to the selection process which are outlined below

1) Written Evaluation – 595 9th Ave East, Owen Sound

This is a comprehensive written exam that will be conducted in person at the Grey County Administration Building. This exam consists of multiple choice and short answer questions.

Candidates must attain a minimum of 70% to be eligible for employment.

Dress Code: Business Casual or Uniform

Duration: Up to 2 hours

2) Interview – 595 9th Ave East, Owen Sound

This will be a standard interview with two members of the Paramedic Leadership team and the Paramedic Services HR Business Partner.

Dress Code: Business Casual or Uniform

Duration: 1 hour

3) Skills Assessment – 595 9th Ave East, Owen Sound

This stage of the interview process will consist of two parts. First is the hands on circuit skills assessment. This consists of a number of skills based stations in a timed environment. Candidates will be scored based on timing, correct answers

and overall impression. The second component is a Scenario Assessment. This consists of a fictional scenario in which the candidate would walk through how they would approach the call at hand and the steps that they would take.

Dress Code: Business Casual or Uniform

Duration: 1 hour total (30 minutes each component, will be scheduled together)

Offers

Successful candidates will receive a conditional offer by 4:30pm on April 4, 2023. All conditions are outlined in the offer letter but some important things to note are:

Requirement	Information
All medical documentation <i>See linked documents</i>	<p>Required upon application, any outstanding documentation must be submitted no later than March 27. We require the Grey County forms. Documents from other services will not be accepted.</p> <p>Vaccine Preventable Diseases Form: https://docs.grey.ca/share/public?nodeRef=workspace://SpacesStore/4128ee5f-a4e8-4ae7-ad08-03429eb0da9b</p> <p>Communicable Disease Form: https://docs.grey.ca/share/public?nodeRef=workspace://SpacesStore/218e42b2-1f26-44eb-88bf-909845393adb</p>
Vulnerable Sector Check	Must be submitted no later than March 27. Must be dated within 3 months of the date of hire. If you require a letter to submit to your police service please email Sarah MacNeil at sarah.macneil@grey.ca
AMECA Certification	All PCP candidates must submit a copy of their AEMCA certificate or notice of a pending date for writing the exam. Must be submitted no later than March 27
PCP College Diploma	All PCP candidates must submit their college diploma. Pending graduates must provide a letter from their institution outlining their expected graduation date. All diplomas and expected graduation letters must be submitted by March 27
Ontario F Class Driver's License	Submitted no later than March 27
Acceptable fitness	OPPAT or Ability works dated within the last year. Submitted no later than March 27

testing to perform the material duties of the position being offered to you via third party.	
Successful completion of a reference, eligibility to work in Canada and education check	<p>Upon a conditional offer, candidates will be sent an email from an external company called CIS. You will be requested to provide information for 2 professional references.</p> <p>The individuals you submit to complete a reference must have supervised you in previous work. For working Paramedics, at least one reference must be a Supervisor from your most recent paramedic service and have been your Supervisor in your 2 most recent years of service.</p> <p>We advise that you let your references know to expect to be contacted by CIS so as not to delay the process.</p> <p>Reference must be submitted to CIS no later than noon on April 6.</p>
Successful Base Hospital Certification	<p>All new hires will attend Base Hospital orientation. BH will communicate directly with the candidate over testing requirement and/or cross certification.</p>

Paramedic Orientation

Successful candidates will be required to attend base hospital certification and Grey County orientation between the dates of April 24 and May 5. You should maintain Monday to Friday availability between these dates but specific dates are on an individual basis and may vary. 12-hour orientation shifts riding third on the ambulance will take place between May 6 - 14. You will be required to be available day shifts during this period. All orientation dates are mandatory.

Questions

For any questions about the recruitment process please contact:

Sarah MacNeil
HR Business Partner
519-379-3398
sarah.macneil@grey.ca