

EWEMS Recruitment Guide 2024





EWEMS Recruitment Guide 2024

Mission

The Recruitment Team at Essex-Windsor EMS works hard to select the most suitable, prepared and competent individuals, so that we may continue to provide the highest quality of Emergency Medical Services to the citizens of Essex County, the City of Windsor and the Township of Pelee.

Recruitment Team

Lead by the Manager of Administration, the recruitment team includes representatives from Professional Standards, Operations, Planning and Physical Resources, Human Resources, Scheduling and Administration.

Purpose

This document will serve as a guiding document for all Essex-Windsor EMS Part-Time Paramedic Recruitment candidates.

Essex-Windsor EMS follows equal opportunity and fair hiring practices when filling positions, and to ensure the success of our service, hires only the most qualified individuals. Essex-Windsor EMS has adopted this strategy so that all employees and potential candidates are fairly and consistently considered for employment opportunities.

Recruitment is fluid and changes with time. This document and the processes described within are subject to amendment, as required.

Contact Stream

The primary form of contact from Essex-Windsor EMS takes place by email from the @countyofessex.ca domain. Applicants are encouraged to add this domain to their 'safe senders' list. Candidates will receive emails at every successful stage using this domain.



519-776-6441
TTY 1-877-624-4832



218 - 360 Fairview Ave. W.
Essex, ON N8M 1Y6



countyofessex.ca





Recruitment

The 2024 Part-Time Paramedic Recruitment Campaign will be run in two separate streams:

- AEMCA Certified or Pending
- Spring 2024 Graduates

There are two potential onboarding classes for this process:

- Stream 1 onboarding will take place at a date and time to be announced, but by no later than March 2024.
- Stream 2 will take place in the Spring of 2024 (post-graduation)

Employment start date will be determined by eligibility and status.

Phase 1 – Application and Initial Screening

Qualified applicants will be invited to apply to the part-time paramedic campaign by submitting their application in one of two ways:

Option 1: Online at countyofessex.ca/paramedicrecruitment

Option 2: In person to:

Essex Civic Centre
Suite 218
360 Fairview Avenue West
Essex, Ontario
N8M 1Y6

All application packages will be date and time-stamped and delivered to the Manager of Administration for review.



519-776-6441
TTY 1-877-624-4832



218 - 360 Fairview Ave. W.
Essex, ON N8M 1Y6



countyofessex.ca





Phase 2 – Multiple Mini Interviews (MMI)

Candidates successful in phase 1 will be invited to participate in Multiple Mini Interviews (MMI). The candidates will move between the interview “stations” in a circuit. The “stations” will consist of assessments on the following:

- **Practical Knowledge** – This will assess the candidate’s practical skills and knowledge through scenario-based questioning.
- **Critical Thinking** - This will assess the candidate’s skills at identifying problems and developing optimal solutions using logic.
- **Professionalism** - This will assess the candidate’s level of excellence or competence expected in the profession. It will identify attributes like empathy, commitment to high standards, teamwork and positive attitude.
- **Interpersonal skills** - This will assess the candidate’s relationship skills and identify how they will interact with others. This will focus on active listening and effective speaking.
- **Ethical decision making** - This will assess the candidate’s moral standards and values. Questions or scenarios will be focused around the candidate’s decision making and problem-solving abilities.

Phase 3 – Psychological Screening

Candidates will be required to complete pre-employment screening to determine psychological suitability for entry to the profession.

Screening will be done via digital link and is a mandatory requirement for all candidates participating in Phase 2.



519-776-6441
TTY 1-877-624-4832



218 - 360 Fairview Ave. W.
Essex, ON N8M 1Y6



countyofessex.ca





Phase 4 – OPPAT Evaluation

Successful completion of the Ottawa Paramedic Physical Abilities Test (OPPAT) for all candidates who are successful in Phase 3.

It is strongly recommended that you register for and complete your OPPAT evaluation as soon as possible.

Evaluation results are valid for 6 months.

Please visit the Ottawa Paramedic Physical Abilities Test [website](#) for additional information.

Phase 5 – Conditional Job Offers

Conditional job offers will be delivered electronically to all successful candidates within 2-weeks from the date of the MMI (subject to change).

Candidates will be required to submit all accepted conditional job offers within 5 calendar days of receipt of offer.

Please review the document submission deadlines outlined in the table under the Review of Documentation section.

Phase 6 – Base Hospital Orientation and Testing

Candidates will be assessed by our local base hospital and will participate in a mandatory orientation and testing, as required.

Candidates who are actively working for another service will be asked to provide their current base hospital details for a cross-certification review.

Candidates will be required to pass base hospital testing in order to be eligible for employment.



519-776-6441
TTY 1-877-624-4832



218 - 360 Fairview Ave. W.
Essex, ON N8M 1Y6



countyofessex.ca





Phase 7 – Orientation and Training

Candidates will participate in an in-depth service orientation and training program. Attendance is mandatory. Length of orientation and training will vary by stream and candidate volume.

Phase 8 – Ride-outs

Candidates will participate in a 2-week ride-out period. Attendance is mandatory. Candidates will be required to participate in the ride-out sessions in order to be eligible for employment.

Phase 9 - Commencement Ceremony

Candidates, their family, and supports will be invited to attend a commencement ceremony hosted by the service.

The commencement ceremony will mark the completion of a comprehensive recruitment, orientation and training program for the candidates. Candidates will be presented with graduation certificates, epaulettes, ID cards and a service coin. Formal remarks will be made to welcome the candidates who will be deployed across Essex County, the City of Windsor and the Township of Pelee.

Phase 10 - Employment

Candidates will commence employment under the terms of the collective agreement and the policies of the County of Essex and Essex-Windsor EMS once all phases of the recruitment process have been completed and all offers of the condition of employment have been met.

Candidates will be required to pass every portion of the recruitment, orientation and training program in order to be eligible for employment. Candidates may be withdrawn from consideration at any point in the recruitment process if deemed unsuccessful.



519-776-6441
TTY 1-877-624-4832



218 - 360 Fairview Ave. W.
Essex, ON N8M 1Y6



countyofessex.ca





Review of Documentation

Failure to submit documentation within the timelines listed in the table below may result in the candidate's removal from the recruitment process.

All documents must be **hand-delivered in their original form** to the Essex Civic Centre, Suite 218, 360 Fairview Avenue West, Essex, Ontario, N8M 1Y6.

Documents can be delivered on a 'drop in' basis (no appointment required). Originals will be verified, copied, and returned to the candidate in real-time. Please allow 30 minutes for review and processing. Our administrative team will review and advise of any outstanding items, or items that need correction/updating.

Document	Information	Submission Timelines
Ontario Driver's License	Class F required upon hire.	Presented at Phase 2, submitted at Phase 5.
Community College Diploma, Paramedic Discipline	Recent graduates may provide verification letter from Program Coordinator/Registrar	Accompanying signed offer letter.
A-EMCA certificate	Temporary exemptions apply to A-EMCA pending or graduates.	Accompanying signed offer letter.
CPR certification	Minimum Basic Rescuer level, within 1 year from date of issue.	Accompanying signed offer letter.





Document	Information	Submission Timelines
Valid documentation for allowable entry into the US.	Passport and/or Nexus are acceptable. Must also provide applicable Visa, if required.	Accompanying signed offer letter.
Satisfactory Vulnerable Sector Criminal Record Check	Including search of the Pardoned Sexual Offender Database.	Accompanying signed offer letter (must not be dated greater than 90 days. Processing times vary).
Immunology Report	Completed and signed by a physician, along with serology reports required for Varicella, Measles, Mumps, Rubella, and Hepatitis B.	Accompanying signed offer letter. Will be reviewed by the administrative team for compliance.
Additional Immunology	Completed and signed by a physician or designate.	Should the government establish criteria for a virus protocol, candidates would be required to show compliance with any immunization requirements (accompanying signed offer letter).





Document	Information	Submission Timelines
Base Hospital Information	Current provincially certified paramedics are required to identify their MOHLTC Ambulance Services Identification Card (OASIS) number and local base hospital.	Accompanying signed offer letter.
Base Hospital Symptom Relief and Defibrillation Certification	Successful completion for all those who do not have a transferable base hospital certification.	Candidates will be notified of testing dates by the EWEMS Professional Standards Department.

Employment Highlights

Some key provisions governing paramedic employment are as follows:

1. Hours of Work

As scheduled and in conjunction with the Collective Agreement and the EWEMS Part-time Scheduling Policy. Shifts consist of between 4 to 12 hours, including days nights, holidays, and weekends.

EWEMS recognizes part-time paramedics may work for alternate primary employers and offers flexible scheduling options upon receipt of employment verification letter.

Please see the [Part Time Scheduling Opportunities](#) on our paramedic recruitment website for further information.



519-776-6441
TTY 1-877-624-4832



218 - 360 Fairview Ave. W.
Essex, ON N8M 1Y6



countyofessex.ca





2. **Paid Holidays**

You may be eligible for public holiday pay if you do not work on the following public holidays and if you also satisfy any requirement stipulated in the *Employment Standards Act*:

New Year's Day	Labour Day
Family Day	Thanksgiving Day
Good Friday	Remembrance Day
Easter Monday	Christmas Eve Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	New Year's Eve Day
Truth and Reconciliation Day	2 Floating Days

These paid holidays are currently in place and subject to review from time to time.

3. **Shift Premium**

Consists of \$0.85 per hour for all hours worked during a shift that commences between the hours of 12:00 p.m. and 4:00 a.m.

4. **Vacation**

Part-time Paramedics receive payment, as part of their regular bi-weekly pay, for vacation earned, corresponding to their years of service.

5. **Probationary Period**

New Paramedic employees are regarded as probationary employees for the first 2080 hours worked or twelve (12) months, whichever occurs last.



519-776-6441
TTY 1-877-624-4832



218 - 360 Fairview Ave. W.
Essex, ON N8M 1Y6



countyofessex.ca





6. Pension and Benefits

When you work for Essex-Windsor EMS, you will enjoy a competitive total rewards package including generous benefits and participation in the OMERS pension plan.

View our [Salary and Benefits](#) page for more detailed information.

7. Wages for Paramedics

The CUPE 2974.2 Paramedic Wage Grid is outlined below:

Primary Care Paramedics:

YEAR	1	2	3	4	5
2023-09-05	\$37.06	\$38.69	\$40.32	\$41.92	\$43.54
2024-04-01	\$37.62	\$39.27	\$40.92	\$42.55	\$44.19
2024-10-07	\$38.33	\$40.01	\$41.68	\$43.34	\$45.00
2025-04-01	\$38.90	\$40.61	\$42.31	\$43.99	\$45.68
2025-10-06	\$39.63	\$41.37	\$43.09	\$44.80	\$46.52

Advanced Care Paramedics:

YEAR	1	2	3	4	5
2023-09-05	\$39.29	\$41.03	\$42.72	\$44.45	\$46.16
2024-04-01	\$39.88	\$41.65	\$43.36	\$45.12	\$46.85
2024-10-07	\$40.73	\$42.52	\$44.26	\$46.05	\$47.80
2025-04-01	\$41.34	\$43.16	\$44.92	\$46.74	\$48.52
2025-10-06	\$42.21	\$44.06	\$45.84	\$47.69	\$49.50

