

Essex-Windsor EMS Recruitment Guide Fall 2025





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

Purpose

This document serves 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

☎ 519-776-6441
TTY 1-877-624-4832

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314 Essex, ON N8M 1Y6

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encouraged to add this domain to their 'safe senders' list. Candidates will receive emails at every successful stage using this domain.

Recruitment

The recruitment for Part-Time Paramedics will include the following:

Phase 1 – Application and Initial Screening

Qualified applicants will be invited to apply to the part-time paramedic campaign by submitting their application online at <https://countyofessex.applytojob.com/apply/6078rtsKmu/Primary-Or-Advanced-Care-Paramedic-PartTime> or by delivering their application package in person to the Essex-Windsor EMS Headquarters located at the 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, Human Resources and Administration for review.

Candidates successful in Phase 1 will be invited to participate in the interview and practical assessment process. Invites will be sent via email on or around October 2, 2025.

Phase 2 – Electronic Submission of Documentation

Once an invite to interview and practical assessment has been received, candidates will be required to electronically submit their Ministry required documentation (as outlined in Appendix I) by uploading to the link that will be provided in the invitation email. Documents must be clearly legible, complete, and in pdf format. These documents must be uploaded by no later than October 6, 2025. Candidates who do not provide the documentation by October 6, 2025 may not be considered for further phases of the recruitment.

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Our administrative team will review and advise of any outstanding items, or items that need correction/updating.

Please see Appendix I for specifics.

Phase 3 – Interviews and Practical Assessments – October 8 & 9, 2025

Interviews and practical assessments will be held on October 8 & 9, 2025 (subject to change).

Interviews will consist of assessments on the following:

- **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.

Practical assessments will assess the candidate's skills and knowledge through scenario-based evaluation, led by our Professional Standards team.

Phase 4 – Conditional Job Offers

Conditional job offers will be delivered electronically to all successful candidates within 1 week from the date of the Interview (subject to change).

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Candidates will be required to submit all accepted conditional job offers within 2 days of receipt of the offer.

Commencement in the position will be contingent on completion and submission of all required items outlined in the Phases below.

Phase 5 – In-Person Submission of Documentation

Once a conditional job offer has been accepted, all previously uploaded documents must be **hand-delivered in their original form** to the EMS Headquarters at 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.

Documentation must be valid and successfully submitted prior to commencing orientation and training.

Please see Appendix I for specifics.

Phase 6 – Paramedic Physical Abilities Evaluation

Successful completion of the Paramedic Physical Abilities Test from one of two EWEMS recognized providers (OPPAT or Medic Strong).

Evaluation results are valid for 6 months.

Please visit the following websites for additional information:

- Ottawa Paramedic Physical Abilities Test [website](#)
- Medic Strong [website](#)

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Phase 7 – Base Hospital

Candidates will be assessed by the Southwest Ontario Regional Base Hospital Program (SWORBHP) and will participate in mandatory orientation and testing, as required.

Candidates will be required to receive SWORBHP certification in order to be eligible for employment.

Phase 8 - Orientation and Training

Candidates will participate in a mandatory in-depth service orientation and training program. Attendance is compulsory.

Candidates will be required to pass every portion of the orientation and training program in order to be eligible for employment.

Length of orientation and training will vary based on successful candidate volume.

Phase 9 – Ride-outs

Candidates will participate in a prescribed 'ride-out' period, where they will ride third person with another experienced paramedic crew. Attendance is mandatory. Candidates will be required to participate in the ride-out sessions in order to be eligible for employment.

Phase 10 – Successful commencement!

Candidates will commence their active employment as part-time paramedics 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 conditions of employment have been met.

Employment highlights are outlined in Appendix II.

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Appendix I

Review of Documentation

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

Documents will originally be submitted via the link provided in the invitation to interview email. Our administrative team will review and advise of any outstanding items, or items that need correction/updating.

Once a conditional job offer has been accepted, all complete and accurate documents must be **hand-delivered in their original form** to the EMS Headquarters at Essex Civic Centre, Suite 218, 360 Fairview Avenue West, Essex, Ontario, N8M 1Y6.

After a conditional job offer has been accepted, 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.

Document	Information	Submission Timelines
Ontario Driver's License	Class F required upon hire.	Electronically submitted at Phase 2, originals submitted at Phase 5.
Community College Diploma, Paramedic Discipline	Recent graduates may provide verification letter from Program Coordinator/Registrar	Electronically submitted at Phase 2, originals submitted at Phase 5.

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Document	Information	Submission Timelines
A-EMCA certificate	Temporary exemptions apply to A-EMCA pending or graduates.	Electronically submitted at Phase 2, originals submitted at Phase 5.
CPR certification	Minimum Basic Rescuer level, within 1 year from date of issue.	Electronically submitted at Phase 2, originals submitted at Phase 5.
Valid documentation for allowable entry into the US.	Passport and/or Nexus are acceptable. Must also provide applicable Visa, if required.	Electronically submitted at Phase 2, originals submitted at Phase 5.
Satisfactory Vulnerable Sector Criminal Record Check	Including search of the Pardoned Sexual Offender Database.	Electronically submitted at Phase 2, originals submitted at Phase 5 (Criminal Record Check must not be dated greater than 90 days. Processing times vary - proof of submission is acceptable as temporary compliance while awaiting processing times.)

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Document	Information	Submission Timelines
Immunology Information	Serology reports and any supporting documents required for Varicella, Measles, Mumps, Rubella, and Hepatitis B.	Electronically submitted at Phase 2.
Immunology Report	Completed and signed by a physician, indicating immunization for Varicella, Measles, Mumps, Rubella, and Hepatitis B.	Our administrative team will prepare this document for you, using your electronically submitted documents. They will then send this document back to you, with a request to have it signed by your physician and submitted at Phase 5.
Base Hospital Information	Current provincially certified paramedics are required to identify their MOHLTC Ambulance Services Identification Card (OASIS) number and local base hospital	Information to be submitted with signed conditional offer of employment.

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Document	Information	Submission Timelines
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.



Appendix II

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 an employment verification letter.

2. Salary

The current hourly wage grid is as follows:

Wages for 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

Wages for 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

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3. **Recognition of Prior Service:**

EWEMS wishes to recognize qualified and practicing paramedics from other regions, who are choosing to dedicate themselves in changing their primary work for Essex-Windsor EMS. New paramedics who can successfully verify previous active service will be recognized for both wage and vacation benefits upon successful completion of orientation and training, and once all conditions of employment are met. Conditions apply.

4. **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.

5. **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

6. **Vacation**

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

7. **Probationary Period**

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

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