

**Essex-Windsor EMS
Recruitment Guide
Fall 2026**





Essex-Windsor EMS

Recruitment Guide Fall 2026

Recruitment Timelines

Activity	Timelines are subject to change
Posting	July 8 - July 24
Interview Invitations Extended	by week ending August 7
Interviews	week of August 10
Open House	September 15
Offers Extended	by week ending September 25
Base Hospital Testing	week of October 5
Orientation	October 19

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

Led 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.

☎ 519-776-6441
TTY 1-877-624-4832

📍 360 Fairview Ave. W.
314 Essex, ON N8M 1Y6

🌐 countyofessex.on.ca



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

Recruitment

Phase 1 – Application and Initial Screening

Qualified applicants are invited to apply to the part-time paramedic campaign by submitting their application online at <https://countyofessex.applytojob.com/apply/fsogxFMA5a/Primary-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 by 12:00 pm on July 24, 2026.

All application packages will be date and time-stamped upon receipt and reviewed by the Manager, Human Resources and Administration.

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Candidates successful in Phase 1 will be invited to participate in the interview and practical assessment process. Invites will be sent via email by week ending August 7, 2026.

Phase 2 – Interviews and Practical Assessments – week of August 10, 2026

Interviews and practical assessments will be held during the week of August 10, 2026 (subject to change).

Interviews will consist of assessments of 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 3 – Open House

Successful interview candidates will receive an invitation to an Open House being held on September 15, 2026. With that invitation will be a letter from the Employer for candidates to use for their Police Vulnerable Sector Check application, and an Immunology Form with instructions for completion. At the Open House candidates will submit

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their Ministry required documentation (as outlined in Appendix I). Original documents must be clearly legible and complete and will be verified. Candidates who do not provide the documentation on September 15, 2026 may not be considered for further phases of the recruitment.

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

Please see Appendix I for specifics.

Phase 4 – Conditional Job Offers

Conditional job offers will be delivered electronically to all successful candidates by week ending September 25, 2026 (subject to change).

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 – 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 by October 9, 2026 (subject to change).

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

Phase 6 - Orientation and Training

Candidates will participate in a mandatory in-depth service orientation and training program beginning October 19, 2026. Attendance is compulsory.

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

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

Phase 7 – 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 to be eligible for employment.

Phase 8 – 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.

Document	Information	Submission Timelines
Ontario Driver's License	Class F required upon hire.	Submitted at Phase 3 on September 15, 2026
Community College Diploma, Paramedic Discipline	Recent graduates may provide verification letter from Program Coordinator/Registrar	Submitted at Phase 3 on September 15, 2026
A-EMCA certificate	Temporary exemptions apply to A-EMCA pending or graduates.	Submitted at Phase 3 on September 15, 2026
CPR certification	Minimum Basic Rescuer level, within 1 year from date of issue.	Submitted at Phase 3 on September 15, 2026
Valid documentation for allowable entry into the US.	Passport and/or Nexus are acceptable. Must also provide applicable Visa, if required.	Submitted at Phase 3 on September 15, 2026

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Document	Information	Submission Timelines
<p>Satisfactory Vulnerable Sector Criminal Record Check</p>	<p>Including search of the Pardoned Sexual Offender Database.</p>	<p>Submitted at Phase 3 on September 15, 2026 (Vulnerable Sector 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.)</p>
<p>Immunology Form</p>	<p>Completed and signed by a physician, with required serology reports attached.</p>	<p>Candidates will receive this document with directions for completion to be submitted at Phase 3 on September 15, 2026</p>
<p>Paramedic Physical Abilities Evaluation</p>	<p>Successful completion of the Paramedic Physical Abilities Test from one of two EWEMS recognized providers (OPPAT or Medic Strong).</p>	<p>Completed by Phase 3 and submitted on September 15, 2026</p>





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	Information to be submitted with signed conditional offer of employment.
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. Completion by October 9, 2026

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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.

2. Salary

The current hourly wage grid is as follows:

Wages for Primary Care Paramedics:

Year	1	2	3	4	5
2025-10-06	\$39.63	\$41.37	\$43.09	\$44.80	\$46.52

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.

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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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