

Dufferin County Paramedic Services
2025 Recruitment Process



Dufferin County Paramedic Service

Primary Care Paramedic
Posting # PCP 045-24
2025 Recruitment Process

Important Dates:

Dates are Subject to change. Please review thoroughly and retain for your records.

Step	Application Step	Description and Date
1.	APPLICATION PROCESS	Open Date: February 3, 2025 Close Date: February 11, 2025
2.	WRITTEN EXAM	Date: N/A Time: N/A
3.	PRACTICAL EVALUATION	N/A NOTE: Proof of Successful completion of Ability Works Physical Agility Evaluation (successful completion within the past 6 months) or Ottawa Paramedic Physical Abilities Test (OPPAT) is required to participate in the Practical Evaluation
4.	INTERVIEW PROCESS	Panel Interviews N/A
5.	CONDITIONAL JOB OFFER	Date: Week of April 22, 2025 The following conditions must be met prior to receiving firm job offer: <ul style="list-style-type: none">• Base Hospital Certification• Proof of Immunization Status and Free of Communicable Disease• MOHLTC Identification Application and receipt of Card• Driver’s Abstract Check• Police Criminal Record Vulnerable Sector Check• Reference Checks• Headwaters Health Care Centre General Orientation
8.	FIRM OFFERS	Date: May 16, 2025
9.	SERVICE ORIENTATION	Date: Commencing week of May 20, 2025

1. Application Process

When to Apply:

Open Date: February 3, 2025

Close Date: February 11, 2025

How to Apply:

You can apply by visiting <https://www.headwatershealth.ca/Join-Our-Teams/Careers-at-Headwaters/Current-Opportunities> and selecting the Job Opportunity that you are interested in. Once you complete the demographic information and screening questions, you will be able to upload your resume and cover letter.

2. Written Exam

Those selected to write the exam will be contacted by email and invited to write the exam. There will be instructions on how to sign up and rules for the exam. The exam will be completed by virtual platform and there will be a nominal cost for the student to write the exam. It is the student's responsibility to ensure that they have access to a computer with a camera in order to participate. Each applicant is required to register for the event in advance with Wilfred Laurier University. Details to follow in a separate email.

The candidate will not be allowed to utilize any resources during the written exam. The exam will be based on ALS PCS v. 5.2.1, BLS PCS v.3.4, Ontario Ambulance Documentation Standards v. 3.0, Ambulance Call Report Completion Manual v3.0, Dufferin County facts and demographics, anatomy & physiology, assessment, communication, legal, management and pathophysiology.

A combination of the written exam, Casper score and resume will determine those that are moving on to the next stage of the recruitment process.

3. Practical Evaluation

Those selected to participate in scenarios will be contacted by phone the week of March 24th, 2025 to schedule a time to attend. The candidate will be required to complete a variety of scenarios assessing the candidate's ability to manage simulated patients to the Primary Care Paramedic level of care. The candidate will be evaluated utilizing the Global Rating Scale (GRS). More information on the GRS can be found: <https://www.ncbi.nlm.nih.gov/pubmed/22834959>

In order to participate in the practical evaluation, the candidate is required to present a certificate of successful completion of the Ability Works Physical Agility Evaluation, or the Ottawa Paramedic Physical Abilities Test issued within the past 6 months.

4. Interview Process

Those selected to participate in the interview process will be contacted by phone the week of March 31st, 2025 to schedule a time. The interview process may be completed in person at a location to be determined.

The candidate is required to bring the following original documents and one (1) colour copy of the following documents to the interview. If the candidate does not provide these documents, they will not be allowed to participate in the interview process. Should the candidate have difficulty obtaining any documentation, they are required to contact the staff member coordinating the hiring process.

- i. Valid Class "F" Driver's License. For copy submission please ensure front and back is copied.
- ii. Current CPR card(HCP)
- iii. AEMCA or letter of registration to write AEMCA Testing. If you have a letter of registration and your AMECA is pending; proof must be provided on the last business day prior to the first day of the orientation program.
- iv. If you are a new graduating paramedic and have not yet received your diploma, you will be required to produce a letter from your college instructor stating anticipated graduation date and verification of registration for MOH AEMCA examination. Upon successful completion of the AEMCA exam, you would be required to bring the letter of successful completion and AEMCA Certificate to Dufferin County Paramedic Service. In the event that after 210 days post-graduation (the end of the AEMCA pending period), you have not been certified AEMCA by the Province of Ontario, your employment with Dufferin County Paramedic Service will be terminated.
- v. Diploma from an approved Ontario Primary Care Paramedic (PCP) Training Program or letter of good standing from an approved Ontario PCP Training Program indicating graduation date.
- vi. High School Diploma or official transcript or approved equivalent as established by the Ontario Ministry of Education. For evaluation of International educational certificates, please contact the International Credential Assessment Service (ICAS) of Canada at 1-800-321-6021 or www.icascanada.ca or World Education Services – Canada (WES-Canada) at 1-866-343-0070 or www.wes.org/ca.
- vii. Provide proof of completion of all mandatory MOHLTC core programs. This can either be done by individual certificates or with a letter attesting to completion by an approved Ontario PCP Training Program.
- viii. Any relevant certifications (i.e. BA, BSc, ACLS, Base Hospital, PALS, ITLS etc.)

5. Conditional Job Offer

Requirement	Description	Dates
Conditional Job Offer	To be eligible to continue in the process the following conditions must be satisfied after the conditional offer is made.	-
Base Hospital Certification	The candidate must successfully complete all requirements to be certified as a Primary Care Paramedic by the Centre for Paramedic Education and Research (CPER). CPER and DCPS will communicate all requirements to the candidate in advance of the date.	Dates for certification will be communicated to each candidate by CPER
Immunization Status and Free from Communicable Disease Proof	Proof of Immunization as outlined in Table 1, Part A of Ambulance Service Communicable Disease Standards. Proof that candidate is free of communicable diseases listed in Table 1, Part B of Ambulance Service Communicable Disease Standards.	Submitted no later than May 16, 2025
MOHLTC Identification	The candidate must meet all requirements for submitting the application to the MOH.	Submitted no later than May 16, 2025
Driver's Abstract Check	The candidate must possess a valid Class "F" Driver's License and present proof at the written exam.	A Driver's abstract must be presented to Dufferin County Paramedic Service prior to May 16, 2025 and be dated within the previous 6 months
Criminal Record - Vulnerable Sector Police Check	You will be required to obtain at your own expense a Police Vulnerable Sector Check from the police service that services the Municipality in which you permanently reside. An original must be submitted and approved by DCPS management. In order for your application to be considered, you must not have a criminal conviction for which a pardon has not been granted at time of application and must be satisfactory to Dufferin County Paramedic Service.	A Criminal Record – Vulnerable sector police check must be presented to Dufferin County Paramedic Service prior to May 16, 2025 and be dated within the previous 6 months.
Reference Checks	Reference checks will be conducted at this point in the recruitment process. The candidate must present 3 references.	-
Hospital Orientation	The candidate is required to attend Headwaters Health Care Centre General Orientation	May 12, 2025

6. Firm Offers

Firm job offers will be made by phone during the week of May 16, 2025.

7. Orientation

Orientation will commence in late May. Dates and times will be determined and communicated with those offered positions the week of May 16, 2025.