

Frequently Asked Questions

Region of Waterloo Paramedic Services Recruitment

What are the availability requirements for part time paramedics at Region of Waterloo Paramedic Services?

- **Causal Part-Time** – minimal availability requirements, perfect for paramedics with other commitments. Minimum five days of availability per month (three days of weekend availability). Can work up to 60 hours per week but unable to accept overtime shifts.
- **Regular Part-Time**– working up to full-time hours and beyond. Minimum of 11 days of availability per month (four days of weekend availability)

Day = 24 hr. period. Only one Friday counts as a weekend date

Availability is required four months in advance of the month being scheduled. For example, on September 1, you are required to submit January availability.

What is required for my application to be fully completed for consideration?

You must complete the “job application form” [Job Application Package](#) (link is also listed in the posting that will provide the required job application document). Please submit this completed document along with your cover letter (optional) and resume as **ONE** document. Total file max size is 10MB. Your final application should be one document that includes the job application, and resume/cover letter. This must be completed for your application to be considered.

What is included in the Job Application Package?

The [job application package](#) includes applicable pre-screening questions and requests for documentation that is required under the Ambulance Act and Region of Waterloo recruitment requirements. It also provides the applicant with additional information, such as availability requirements.

Why am I required to complete the Job Application Package as part of the application process?

The completed [job application package](#) will enable the hiring team to fully review and assess an applicant’s qualifications and required documentation for consideration and expedite the recruitment process for applicants selected to move forward.

What benefits and compensation packages are offered to paramedics with the Region of Waterloo Paramedic Services?

****Part-time staff with the Region of Waterloo are entitled to:**

- 13% in lieu benefits. 7% if participating in the Ontario Municipal Employees Retirement System (OMERS)
- 4% in lieu of vacation
- Part-time staff can pay into their retirement fund (OMERS) before becoming full-time
- Currently, overtime opportunities are available to staff who wish to take them
- The pay scale increases after 2184 hours of work (equivalent to one year of full-time hours)

Experience Pay – up to eight years of prior Paramedic service is recognized for the purpose of calculating vacation entitlement and wages.

What do I wear to my interview?

Uniform or business casual attire.

If I'm experienced paramedic, do I need to submit an Ottawa Paramedic Physical Ability Test (OPPAT) certificate?

Yes, your OPPAT certificate must:

- Be within last six months
- Successful completion of OPPAT must be submitted by the deadline
- No other certification is acceptable
- Note: OPPAT is an entirely separate entity, and we are unable to assist you with any concerns regarding this testing.

What is the onboarding timeline?

The onboarding schedule is as follows:

- In-class sessions will be held from November 4 to November 7, from 8:30 a.m. to 4:30 p.m.
- An online session will take place on November 8.
- In-class sessions will resume from November 11 to November 14 8:30 a.m. to 4:30 p.m., with an online session on November 15.
- Riding thirds will follow the in-class portion, and we are flexible in accommodating your availability to complete this, if you meet the minimum requirements outlined in the Collective Bargaining Agreement (CBA).

My Cardiopulmonary Resuscitation (CPR) card says it is good for three years; why do I need one from within one year?

The Ministry of Health requires paramedics to be certified in CPR every 12 months as per the Ambulance Act. Once hired you will receive our in-house CPR training and will be captured in our inhouse ROWPS CPR program.

I don't have a record of my primary shot for my Tdap/ (Diphtheria-Tetanus-Pertussis) DPT- can I just submit the booster dates?

The Ministry of Health (MOH) requires primary dates for this vaccination, as well as for Polio. If you are unable to obtain this information you will need to start the series over again.

I am only 21 and just had my Tdap booster three years ago when I was 17. Can this count as my most recent dose?

The MOH requires an adult booster of Tdap, meaning after the age of 18, regardless of how recent your other dose was

I have records of my Hepatitis B shots; do I still need to do a serology?

Yes, you must submit a copy of a serology regardless of your Hep B vaccination record. If you do not pass the serology, your family doctor will need to re-administer the vaccine and perform another serology.

What is the work environment like for paramedics with the Region of Waterloo Paramedic Services?

Paramedics with the Region of Waterloo Paramedic Services work in a fast-paced and dynamic environment, responding to emergency calls and providing critical care to individuals in need. The work can be physically and emotionally demanding but also rewarding.

If I have a question regarding the application process, who can I contact?

If you have any questions or concerns while completing the job application process, please email TalentManagement@regionofwaterloo.ca and a member of the Talent Acquisition team will respond to assist you.

If I need a verification letter in order to apply for a Vulnerable Sectors Police Check (VSC) with my Police Service, who do I contact?

If the Police Service that you are applying for a VSC with requires a verification letter from the employer, please email TalentManagement@regionofwaterloo.ca and a member of the Talent Acquisition team will respond to assist you.

How will I know if I'm being considered for a role with the Region of Waterloo?

Applicants who are selected to move forward in the recruitment process will be invited to attend an information session regarding the interview and orientation process and will be scheduled to attend an in-person interview with the team in a Multiple Mini Interview (MMI) style.

What is Multiple Mini Interview(MMI)?

A MMI is a type of interview format commonly used in the admissions process for healthcare-related programs. In an MMI, applicants rotate through a series of short, structured interview stations, each typically lasting around five to 10 minutes. At each station, candidates are presented with a scenario or question and are evaluated on their ability to think critically, communicate effectively, demonstrate ethical reasoning, and problem-solving skills. The MMI aims to assess a candidate's qualities, such as empathy, professionalism, and interpersonal skills, in addition to their academic qualifications.

If I am not currently actively working as a Paramedic, am I required to complete the Cross-Certification Request Form?

If you are not currently working as a Paramedic and certified with another Base Hospital, you do not have to complete this section of the job application package.