

**KENORA DISTRICT SERVICES BOARD
POLICY and PROCEDURE**

TITLE: RECRUITMENT	SECTION: LAND AMBULANCE
DATE: July 16, 2001	POLICY NO.: KDSB-LAS-III-01
APPROVED BY: Resolution No. 2001-102	REVISED: March 31, 2007

1. POLICY STATEMENT

The Kenora District Services Board will ensure that only qualified individuals are offered employment by the Land Ambulance Service.

2. PROCEDURE

2.1 Vacancies

- (1) Vacancies that occur in the approved non-union positions will be filled in accordance with Kenora District Services Board policy.
- (2) Vacancies that occur within the bargaining unit will be posted in accordance with the current collective agreement and KDSB policy.
- (3) All job postings or external advertisements will indicate:
 - KDSB as employer
 - local service name
 - minimum qualifications
 - position responsibilities
 - unique characteristics (e.g. on-call)
 - contact person, mailing address, and phone number
 - any other relevant information
 - only contact those selected for next stage
- (4) All information will be collected in accordance with Freedom of Information and KDSB policy on confidentiality.
- (5) External advertising will be approved by the Director of Emergency Medical Services. Where appropriate, vacancies in multiple locations will be coordinated in one advertisement.

2.2 Selection

- (1) Every new paramedic, ambulance attendant or volunteer will possess the qualifications as set out in the Ambulance Act before being hired.
- (2) Applicants for employment who have not completed an approved Paramedic program must provide proof of registration from a recognized educational facility at time of application and annually thereafter until graduation.
- (3) Individuals will be assessed based on the information provided in the application submission as it relates to the requirements of the position.
- (4) The Ambulance Service Manager or Coordinator will determine the applicants to be interviewed and arrange an appropriate interview schedule.

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- (5) Interviews may be conducted either in person or via telephone, but must be the same process for all candidates being considered for that position.
- (6) A minimum of two (2) people will participate in the interview process to ensure consensus on the successful candidate(s).
- (7) Interview questions must be pre-determined, job-related, and approved by the Director of EMS. Responses are recorded by the interviewers as accurately as possible.
- (8) As a minimum, reference checks will be conducted and information recorded on the individual identified as the primary choice.
- (9) A current criminal record check will be submitted by the potential employee prior to an offer of employment.
- (10) An offer of employment will be confirmed in writing immediately after contact with the successful candidate.
- (11) All information related to the hiring process will be maintained in a secure location at the base of operations for a period of six months and then destroyed.