

# City of Winnipeg Fire Paramedic Service



## Application Manual Primary Care Paramedic

October 2024

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## MESSAGE FROM THE CITY OF WINNIPEG FIRE PARAMEDIC SERVICE

The Winnipeg Fire Paramedic Service (WFPS) employs a team of dedicated front-line emergency staff, along with committed personnel in communications, training, public education, fire prevention, stores, mechanical services and administrative support staff.

The WFPS is an integrated Fire and EMS service with a team of trained professionals who are multi-faceted and capable of providing both fire and medical based emergency services to the citizens of Winnipeg.

WFPS personnel are the first to respond to an emergency situation such as: fires, medical or trauma incidents, motor vehicle collisions, industrial accidents or hazardous material spills.

Lives often depend on the quick action and competent care provided by emergency crews. If you are seeking an exciting and dynamic career in the broad arena of emergency response, WFPS offers exciting opportunities in the firefighter, emergency medical, and communications fields.

Our recruitment policies and procedures are based on the premise that the Firefighter Paramedics and Paramedics comes to us with qualifications obtained from a Canadian Medical Association (CMA) (prior to February 2018) or Accreditation Canada (after February 2018) program. Firefighter Paramedics and Firefighters come to us with qualifications obtained from an IFSAC or ProBoard Accredited program. Communications Operator come to us with qualifications obtained from a Canadian recognized program.

Applicants interested in a career with the City of Winnipeg Fire Paramedic Service are invited to become part of a specialized team and are encouraged to apply during an open recruitment process. WFPS positions will be advertised through the City's website at <https://winnipeg.ca/hr/> and more information can be obtained on the WFPS website at <https://winnipeg.ca/fps/careers/> for a complete Checklist of Requirements, and application forms.

**APPLICATIONS WILL ONLY BE ACCEPTED DURING AN OPEN RECRUITMENT PROCESS.**



## **EQUITY, DIVERSITY AND INCLUSION POLICY AND STRATEGY**

The City of Winnipeg and the Winnipeg Fire Paramedic Service continue to face many new and exciting challenges. The changing demographics of our population provide us with an opportunity to serve and increasingly diverse community and workforce. The City of Winnipeg Fire Paramedic Service is committed to broadening and strengthening our approach to equity, diversity, and inclusion to help ensure the workforce reflects the community we serve at all levels of the organization.

Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to apply and self-declare. These six equity groups align with the Manitoba Human Rights Code of Manitoba and various human rights related organizational strategies.

Candidates must be qualified and capable of successfully performing the job of a Communications Operator, Firefighter Paramedic, Firefighter or Primary Care Paramedic. These jobs demand vigorous physical abilities, coupled with high mental and academic requirements.

Requests for Reasonable Accommodation will be accepted during the hiring process.



# PRIMARY CARE PARAMEDIC

## JOB PROFILE

The Primary Care Paramedic role is the entry level of practice for Paramedics, and is an essential part of the emergency medical response, pre-hospital and community based medical care operating models. Under the supervision as determined by the department's organizational structure and the Medical Directors' designated scope of work, the Primary Care Paramedic (PCP) is responsible for providing medical services to the citizens of Winnipeg in accordance with established and approved medical standards and protocols.

In addition, the PCP will be responsible for precepting PCP students from accredited colleges and students from rural Manitoba. The department has a matrix of responsibility and the PCPs' reporting relationship responds to that model as follows:

- Station Officer – routing activities within the station.
- Platoon Chief Paramedic Operations – HR, scheduling, operational matters.
- District Chief Paramedic Operations – medical standards and protocols, and quality assurance matters.

## DUTIES AND RESPONSIBILITIES

1. Respond to emergent and non-emergent situations and provide emergency medical care and transport to hospital.
  - a. Attends to assigned calls immediately when dispatched.
  - b. Monitors radio for further information.
  - c. Proceeds to the scene in a safe and controlled manner in accordance with the Highway Traffic Act.
  - d. Provides paramedical support at emergency scenes.
  - e. Assumes incident command when required as per department guidelines.
2. Provide emergency medical care in accordance with established and approved medical standards and protocols and as per the Medical Director's designated scope of practice.
  - a. Carries out a thorough medical assessment and manages the patient according to approved medical standards and protocols as defined by the scope of work.
  - b. Maintains scene safety as per department policy and reports immediately to their supervisor any unusual occurrences pertaining to the call.
  - c. Portrays the department in a professional manner treating clients, co-workers, members of the public, and other agencies in a caring and respectful manner.
  - d. As part of the care delivery, provides medical advice and documents as required.
  - e. Delivers the patient with minimal delay to the receiving facility in accordance with policy and provides a thorough report to the triage nurse or person admitting the patient.
  - f. Completes and maintains all required reports in accordance with department policy and PHIA.
  - g. Follows department policies for disease and infection control.



- h. Performs work utilizing appropriate Personal Protective Equipment and following department safe work procedures and standard operating policies.
  - i. Assesses and records baseline vitals for other responders.
  - j. The PCP's performance will be evaluated in accordance with the NOCP standards, College of Paramedics of Manitoba practice directions, and WFPS protocols/policies/procedures.
3. Participate in public education, injury prevention, and community relations activities.
- a. Participates in, and supports various department initiatives including ERIK, PAD, EMS Awareness Week, Fire Prevention Week, PARTY Program, and Teddy Bears Picnic.
  - b. Represents the department and profession at community events.
  - c. Delivers public education and injury prevention programs at schools, health care facilities, and other venues.
  - d. Works cooperatively in a team environment with professionals such as firefighters, police, etc.
4. Successfully completes all training programs required to maintain established certification standards as established by the Medical Director and Senior Administration.
- a. In order to deliver a high standard of care to the community each Primary Care Paramedic is required to update and maintain their training and licensure. Maintenance of licensure is the employee's responsibility.
  - b. Attends all CME days and required training sessions as directed by Training, Operations, and Service Quality.
  - c. Diligently maintains knowledge and skills appropriate to the PCP competency and training level.
  - d. Precepts students (internal and external) in accordance to NOCP and other accepted guidelines in order to maintain paramedic skills and to meet licensure expectations.
  - e. Participates in the quality improvement processes to assist in identifying areas requiring improvement.
  - f. Attends regular evaluation sessions with the supervisor and in collaboration with Operations, Service Quality, and Training to discuss positive achievements and to identify criteria needed to effect improvements.
5. Carries out established vehicle, equipment and station cleaning procedures and maintains required equipment and supplies inventories.
- a. Conducts vehicle inspection and confirms medical supplies inventory prior to starting each shift.
  - b. Ensures vehicle and all equipment is in good working order and reports any deficiencies according to department policy.
  - c. Notifies dispatch and supervisors of decontamination requirements and follows department policies regarding decontamination.
  - d. Maintains and cares for equipment to ensure that it stays in good working condition.
  - e. Performs station duties as directed by the station Captain, District Chief or Platoon Chief.
  - f. Checks PCP authorized medications to ensure all medications are accounted for, not expired, and in usable condition.
  - g. Ensures vehicle is cleaned appropriately and restocked with necessary supplies as per department policy.



## EDUCATION AND QUALIFICATIONS REQUIRED

The following documents will be required of all applications at time of application. Applications submitted without REQUIRED documentation listed below will not be considered.

1. Primary Care Paramedic (PCP) Program Certificate (minimum) accredited by the Canadian Medical Association (CMA) (prior to February 2018) or Accreditation Canada (after February 2018). Consideration may also be given to applicants currently registered in a PCP Program.
2. Possess and maintain a valid College of Paramedics of Manitoba PCP Certificate of Practice (minimum) in good standing (photocopy). Provincial equivalents will be accepted, however, out of province applicants must show proof of having transferred their license to Manitoba prior to their first day of recruit training. Applicants do not need to have the license to apply, but this will be required prior to an offer of employment. You must enroll in the College of Paramedics of Manitoba (CBMB) for continued maintenance and renewal of your license. For more information, please visit the College of Paramedics at <https://collegetheramb.ca/>.
3. Heart and Stroke CPR Certification – Basic Life Support Level certified within the last year.
4. Emergency Vehicle Operator's Certificate would be considered an asset. Consideration may also be given to applicants currently registered in the program. Provincial equivalents will be accepted, however, out of province applicants must show proof of having completed the equivalent course.
5. Previous work experience as a Paramedic is an asset
6. Knowledge of workplace safety and health standards guidelines and procedures.
7. Knowledge and ability to apply conditions of FIPPA and PHIA, handling confidential information and sensitive or contentious issues with tact, diplomacy, integrity and discretion.
8. Effective verbal communication skills.
9. Effective written communication skills with the ability to prepare and maintain detailed and accurate reports and records.
10. Ability to provide a high level of patient care in an empathetic, respectful, and professional manner.
11. Ability to follow instructions, protocols, and complete tasks while efficiently organizing and prioritizing time and resources.
12. Ability to make critical decisions in a timely manner, under stressful and chaotic emergency situations while maintaining composure.
13. Ability to be resilient when faced with difficult, stressful and chaotic situations that are outside of your control.
14. Ability to work in a team setting demonstrating superior interpersonal skills in dealings with the public, co-workers, supervisors, and other agencies and professionals (i.e. Police and other health care professionals).
15. Ability to respond respectfully and effectively to the diversity of the population served.
16. Ability using Microsoft Office Products such as MS Word, MS Excel, MS Outlook.

**\*IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian Assessment Service](https://www.canalliance.org/en/) <https://www.canalliance.org/en/> at application.



## CONDITIONS OF EMPLOYMENT

The following documents will be required of all applicants at time of conditional offer of employment. Please do NOT submit documentation listed below until advised as they need to be as current as possible.

1. The successful applicant must possess and maintain legal eligibility to work in Canada.
2. Possess and maintain a valid College of Paramedics of Manitoba PCP Certificate of Practice (minimum) in good standing (photocopy). Provincial equivalents will be accepted, however, out of province applicants must show proof of having transferred their license to Manitoba prior to their first day of recruit training. Applicants do not need to have the license to apply, but this will be required prior to an offer of employment. You must enroll in the College of Paramedics of Manitoba (CBMB) for continued maintenance and renewal of your license. For more information, please visit the College of Paramedics at <https://collegeparamb.ca/>.
3. Police Information Check and Police Vulnerable Sector Check (original copy) from the City of Winnipeg Police Service (RCMP or provincial equivalent), satisfactory to the employer which must be dated no more than thirty (30) days prior to the start date of employment. This document will be required from the successful candidate, at their expense. Any infractions, offences or investigations occurring prior or after application submission must be reported to the WFPS. For more information please visit: <https://winnipeg.ca/police/pr/PIC.stm#online>.
4. Child Abuse Registry Check (original copy) from the Government of Manitoba Child Abuse Registry Unit (or provincial equivalent), satisfactory to the employer which must be dated no more than thirty (30) days prior to the start date of employment. This document will be required from the successful candidate, at their expense. Any infractions, offences or investigations occurring prior or after application submission must be reported to the WFPS. For more information please visit [https://www.gov.mb.ca/fs/childfam/child\\_abuse\\_registry.html](https://www.gov.mb.ca/fs/childfam/child_abuse_registry.html).
5. Adult Abuse Registry Check (original copy) from the Government of Manitoba Adult Abuse Registry Unit (or provincial equivalent), satisfactory to the employer which must be dated no more than thirty (30) days prior to the start date of employment. This document will be required from the successful candidate, at their expense. Any infractions, offences or investigations occurring prior or after application submission must be reported to the WFPS. For more information please visit [https://www.gov.mb.ca/fs/adult\\_abuse\\_registry.html](https://www.gov.mb.ca/fs/adult_abuse_registry.html).
6. Must possess and maintain a valid Manitoba Class 4 Driver's License (or provincial equivalent) (Airbrake Endorsement would be considered an asset), satisfactory to the employer. Documentation must not have any alcohol related charges and/or convictions. Provincial equivalents will be accepted, however, out of province applicants must show proof of having transferred their license to Manitoba prior to their first day of recruit training. Any infractions, offences or investigations occurring prior or after application submission must be reported to the WFPS.
7. Valid Driver Safety Rating Scale Statement (original copy) from Manitoba Public Insurance (or provincial equivalent), satisfactory to the employer which must be dated no more than thirty (30) days prior to the start date of employment. Documentation must be no more than minus four (-4) on the Driver Safety Rating scale. This document will be required from the successful candidate, at their expense. Any infractions, offences or investigations occurring prior or after application submission must be reported to the WFPS. For more information please visit <https://www.mpi.mb.ca/en/DL/DL/DSR/pages/dsroverview.aspx>.
8. Driver's Abstract (original copy) from Manitoba Public Insurance (or provincial equivalent), satisfactory to the employer which must be dated no more than thirty (30) days prior to the start





date of employment. This document will be required from the successful candidate, at their expense. Any infractions, offences or investigations occurring prior or after application submission must be reported to the WFPS. For more information please visit <https://www.mpi.mb.ca/en/DL/DL/Records/Pages/drv-records.aspx>.

9. Meet current Winnipeg Fire Paramedic Service Vision Standards. Documentation must be current and have been completed within the previous twelve (12) months prior to the start date of employment. This document will be required from the successful candidate, at their expense. Tests must be submitted on the City of Winnipeg form and can be printed off in our application manual or on our website at [www.winnipeg.ca/fps/careers/](http://www.winnipeg.ca/fps/careers/). This form was updated June 14, 2019 and vision requirements have changed. We require the most up to date form to be submitted.
  - a. Must meet the Class 4 driving standard. Class 1-4 (Emergency) visual acuity is not less than 20/30 (6/9) with both eyes open and examined together.
  - b. If applicant's vision has been corrected by Refractive Surgery within the past 24 months, please complete the Photorefractive Keratectomy (PRK) & Laser Assisted In-Situ Keratomileusis (LASIK) Questionnaire and Follow-Up Report.
  - c. Color vision – Farnsworth D-15 is required if Ishihara fail.
  - d. Horizontal Visual Field – standard for Class 4 license. May drive if person's horizontal visual field of vision is not less than 150 degrees in both eyes tested together.
10. Meet current Winnipeg Fire Paramedic Service Hearing Standards. Documentation must be current and have been completed within the previous twelve (12) months prior to start date of employment. This document will be required from the successful candidate, at their expense. No standard City of Winnipeg form required.
11. Normal unaided hearing thresholds no greater than 30 decibels in each ear at 500 Hz, 1000 Hz, and 2000 Hz and no significant loss in higher frequency.
12. Test results must include all of the following frequencies: 500, 1K, 2K, 3K, 4K, 6K, and 8K Hz.
13. Meet current Winnipeg Fire Paramedic Record of Immunizations and Antibody Testing Standards. Documentation must be current and have been completed within the previous twelve (12) months prior to start date of employment. This document will be required from the successful candidate, at their expense. Tests must be submitted on the City of Winnipeg form and can be printed off in our application manual or on our website at [www.winnipeg.ca/fps/careers/](http://www.winnipeg.ca/fps/careers/). Important changes as per the Canadian Immunization Guidelines affecting Health Care Workers regardless of year of birth. Paramedics, Firefighter Paramedics, and Firefighters are considered Health Care Workers. This form was updated June 7, 2019 and immunization requirements have changed. We require the most up to date form to be submitted.
  - i. Measles Virus Vaccine (Red, Rubeola)
  - ii. Mumps
  - iii. Rubella (German Measles)
  - iv. Varicella (Chicken Pox)
  - v. Polio
  - vi. Hepatitis B Vaccine
  - vii. Tetanus (booster status must be current)
  - viii. Tuberculosis (2 step Mantoux testing only, vaccination not required)
  - ix. Influenza Vaccine
14. Meet current Winnipeg Fire Paramedic Record Chest X-Ray Standards. Documentation must be current and have been completed within the previous five (5) years prior to start date of



employment. This document will be required from the successful candidate, at their expense. No standard City of Winnipeg form required. The Chest X-Ray Report does not replace Mantoux testing.

15. Canadian Physical Fitness Evaluation Certificate from the University of Manitoba, satisfactory to the employer which must be current and have been completed within the previous twenty-four (24) months prior to start date of employment. This document will be required from the successful candidate, at their expense. Assessments will be scheduled by the Winnipeg Fire Paramedic Service with the University of Manitoba Physical Education Department. Applicants will only be scheduled for this assessment if they are successful through Steps 1 and 2 written assessments of the recruitment process. This assessment is a pass or fail and applicants will only be given one attempt, no exceptions. For more information please visit [http://umanitoba.ca/faculties/kinrec/recreationservices/occupation\\_paramedic.html](http://umanitoba.ca/faculties/kinrec/recreationservices/occupation_paramedic.html).
16. The successful candidate will be required to undergo and pass a medical examination administered by the City of Winnipeg Occupational Health Branch.
17. Willingness and ability to work shift work including nights, extended and varied hours.
18. Physically capable of working in adverse weather environments and conditions.
19. Willingness and ability to perform duties of the position in varying work environments such as extreme temperatures (hot, cold), Precipitation (rain, snow, etc.), dry/humid/dusty and/or smoky air, brightness/ darkness, warehouse like conditions at times, loud or otherwise harmful noises, exposure to chemicals/toxins/gases/fire, exposure to mechanical and/or electrical hazards.
20. Willingness and ability to successfully complete additional training and/or certificates relevant to this position's duties within specified timeframes, if requested by WFPS management.

#### Working Level Qualifications:

- During the departmental orientation, the successful candidate will be required of achieving a passing standard of 80% for each WFPS written examination and a pass mark for each practical examination, as outlined in the Recruit Orientation Manual which will be provided prior to the start of the orientation.
- During the departmental orientation, the successful candidate will be required to demonstrate their proficiency in the NOCP standard competencies for a PCP and further skills as determined by the PCP scope of work.
- Ability to acquire within three (3) months working knowledge of the City and the WFPS:
  - o Respectful Workplace Administrative Standard.
  - o Employee Code of Conduct
  - o Standards, directives, guidelines, protocols, policies, procedures, and practices relevant to this position's responsibilities.



## HOW TO APPLY

Applicants interested in a career with the City of Winnipeg Fire Paramedic Service are invited to become part of a specialized team and are encouraged to apply during an open recruitment process. WFPS positions will be advertised through the City's website at <https://winnipeg.ca/hr/> and more information can be obtained on the WFPS website at <https://winnipeg.ca/fps/careers/> for a complete Checklist of Requirements, and application forms.

1. Applicants must submit a current resume, clearly indicating how they meet the qualifications of the position. **(Required)**
2. Proof of completion of a Primary Care Paramedic (PCP) Program Certificate (minimum) accredited by the Canadian Medical Association (CMA) (prior to February 2018) or Accreditation Canada (after February 2018) (photocopy of diploma and transcript of marks). **(Required)**
3. Proof of a valid College of Paramedics - Primary Care Paramedic Certificate of Practice (minimum) (photocopy). Provincial equivalents will be accepted, however, out of province applicants must show proof of having transferred their license to Manitoba prior to their first day of recruit training. **(Required)**
4. Proof of completion of a Heart and Stroke CPR Certification – Basic Life Support Level. **(Required)**

**\* Your application documents must clearly indicate how you meet the qualifications of the position \***

**\* Applications submitted without the REQUIRED documentation will not be considered. \***

**APPLY ONLINE (PREFERRED METHOD)**, including all documentation listed below.

If you do NOT have access to a computer/email, please apply, including ALL documentation listed above, to the below address:

Recruitment – Human Resources  
Winnipeg Fire Paramedic Services  
2<sup>nd</sup> Floor, 185 King Street  
Winnipeg, MB R3B 1J1  
Email: [WFPSRecruitment@winnipeg.ca](mailto:WFPSRecruitment@winnipeg.ca)

**\* Applications will be accepted through mail to the address above and must include all required documentation and associated fees. \***

### NOTES:

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents, please refer to our FAQ's or contact 311.



## SELECTION PROCESS

The Winnipeg Fire Paramedic Service selection process for new recruits consists of the following steps. Failure to meet the minimum requirement of any step will result in the disqualification of the applicant from further consideration for the duration of the recruitment process. Any applicant not being advanced at any point in the recruitment process will be advised. Please visit the Winnipeg Fire Paramedic Service website at <http://winnipeg.ca/fps/careers/> for more information.

- STEP 1: Application / Pre-Screening
- STEP 2: Candidate Physical Fitness Evaluation
- STEP 3: Panel Interview
- STEP 4: Selection Committee / Eligibility List
- STEP 5: Reference Check / Conditional Offer of Employment / Medical Assessment

### STEP 1: APPLICATION / PRESCREENING

It will be the applicant's responsibility to ensure that the application and have been received and that the minimum qualifications have been met. Should any of the documentation be missing, the application will not be considered complete and will not be processed any further. Submitted documents will not be returned. If you do NOT have access to a computer/email, please apply, including ALL documentation listed above, to the below address:

Recruitment – Human Resources  
Winnipeg Fire Paramedic Services  
2<sup>nd</sup> Floor, 185 King Street  
Winnipeg, MB R3B 1J1  
Email: [WFPSRecruitment@winnipeg.ca](mailto:WFPSRecruitment@winnipeg.ca)

**\* Applications will be accepted through mail to the address above and must include all required documentation and associated fees. \***

Only those applicants who have submitted all their documentation and have met the requirements of the first step of the process will be contacted to proceed to Step 2. Those who did not meet the requirements of Step 1 will be advised in writing of their eligibility to re-apply.

#### PASS

- Application documents are pre-screened. If deemed viable, applicant may advance to the next step.

#### FAIL

- Applicant will be advised in writing of eligibility to re-apply.
- Start again at Step 1 if eligible to re-apply.



## STEP 2: CANDIDATE PHYSICAL FITNESS EVALUATION

Applicants that meet the required qualifications may be eligible to proceed in the recruitment process.

A Canadian Physical Fitness Evaluation Certificate from the University of Manitoba, satisfactory to the employer which must be current and have been completed within the previous twenty-four (24) months prior to start date of employment will be required from the successful candidate, at their expense. Assessments will be schedule by the Winnipeg Fire Paramedic Service with the University of Manitoba Physical Education Department. Applicants will only be scheduled for this assessment if they are successful through Step 1 of the recruitment process. This assessment is a pass or fail and applicants will only be given one (1) attempt, no exceptions. For more information regarding the Physical Assessment, please visit [http://umanitoba.ca/faculties/kinrec/recreationservices/occumpation\\_paramedic.html](http://umanitoba.ca/faculties/kinrec/recreationservices/occumpation_paramedic.html).

Those who did not meet the requirements of Step 2 will be advised in writing of their eligibility to re-apply.

### PASS

- If successful, applicant may advance to the next step.

### FAIL

- Applicant will be advised in writing of eligibility to re-apply.
- Applicant will need to indicate in application any initiatives engaged in to improve skills.
- Start again at Step 1 if eligible to re-apply.



# UNIVERSITY OF MANITOBA – PRIMARY CARE PARAMEDIC APPLICANT TESTING

## TEST DESCRIPTION

- The goal of the General Fitness Assessment is to provide a simple, safe and standardized approach to assessing the major components of fitness in apparently healthy individuals and to interpret these assessments based the minimum standard for Paramedics. The assessment is a strenuous fitness test that measures your capacity to perform essential physical tasks encountered in the field.
- The job-related portion simulates scenarios where a paramedic must carry equipment, perform CPR compressions and carry and transfer a patient.
- The General Fitness Assessment has no time limit. All tests are either PASS or NEED IMPROVEMENT / FAIL.

## GENERAL INFORMATION

### *Cost*

- \$140.00 CAD (+ GST), payable when you register. Late registrations will have an additional charge of \$50.00 CAD applied to the test fee.

### *Refund Policy*

- Please visit their policies page for information about the occupational testing refund policy.

### *Duration*

- Expect to be at the University of Manitoba for two (2) hours on the day of your test.

### *Additional Details*

- Tests are booked on a first come, first serve basis.
- Each test is booked in consecutive order so there are no gaps in the testing day.
- Dates and times are subject to change. Un-booked test times will be cancelled 24 hours prior to the start time of the test.
- Applicants who pass all aspects of the testing protocols will receive a certificate of completion (valid for twenty-four (24) months). Applicants may be required to submit the certificate to WFPS.

### *Location and Parking*

- All assessments take place in the Active Living Centre at the University of Manitoba in Winnipeg.
- Map available at [https://umanitoba.ca/campus/parking/media/Parking\\_Map\\_Web.pdf](https://umanitoba.ca/campus/parking/media/Parking_Map_Web.pdf).



## PART 1 – GENERAL FITNESS ASSESSMENT

The goal of the General Fitness Assessment is to provide a simple, safe and standardized approach to assessing the major components of fitness in apparently healthy individuals and to interpret these assessments based the minimum standard for Paramedics. The assessment is a strenuous fitness test that measures your capacity to perform essential physical tasks encountered in the field. The General Fitness Assessment tests are completed one right after the other but there is no time limit. Applicants are to achieve a minimum score of “good” on each fitness assessment test to earn a pass for this section.

### 1. Heart Rate, <100/minute

The heart is a muscle like any other muscle in the body; to become stronger it must be exercised regularly. The resting heart rate reflects this strength. A stronger heart is able to pump more blood with each beat; therefore, fewer beats will be required to get an adequate amount of blood (and thus oxygen) to the tissue. The lowering of your heart rate can result in significant saving of the heartbeats per day. Over a lifetime this will undoubtedly result in a great deal less "wear and tear" on this most vital organ. Improved efficiency of the heart is perhaps the most plausible explanation for a reduced incidence of circulatory disease in the active individual.

### 2. Blood Pressure, <160/90 mmHg

Blood pressure is the pressure of the blood against the walls of the arteries. The walls of the arteries are elastic and muscular. The arteries stretch and relax in response to the increases and decreases in blood pressure. Each time the heart contracts, blood flow and blood pressure in the arteries increase. This pressure when the heart contracts is known as systolic pressure. When the heart relaxes, blood flow and blood pressure in the arteries decrease. This pressure during relaxation is known as diastolic pressure. The more difficult it is for the blood to flow through the arteries, the higher the blood pressure.

### 3. Body Composition (Weight)

Weight is measured (in kilograms) for the sole purpose of being used in the Cardiovascular Fitness Test calculations.

### 4. Cardiovascular Fitness

The combination of the heart rate, workload, weight, gender, and age are used to predict the maximal oxygen consumption ( $VO_2$  max). The greater the exercise intensity and the lower the heart rate, the greater the  $VO_2$  max.  $VO_2$  max is recorded in liters per minute ( $l/min^1$ ) as the absolute amount and relative to client's own body weight expressed in milliliters per kilogram of body weight per minute ( $ml/kg^1/min^1$ ). The latter units are more commonly used so individuals of different sizes can be more fairly compared to each other.

Aerobic fitness is the combined efficiency of lungs, heart, bloodstream, and local muscles in getting oxygen and fuel to these muscles and using it to perform work. For this reason, cardiovascular endurance or aerobic fitness is the most important component of physical fitness. The higher the  $VO_2$  max is the greater the functional (aerobic) capacity. With a larger aerobic capacity, daily activities require less effort and leave a bigger reserve for pursuing recreational activities and dealing with emergencies should they arise.

#### **Single-Stage Ebbeling Treadmill Walking Test:**

For this protocol, walking speed is individualized depending on the applicant's age, gender and fitness level. Walking pace is established during a 4-minute warm-up at 0% grade. After this, the applicant continues the brisk walking pace for an additional 4 minutes at 5% grade, continued by 2-minute cool down. This is a submaximal assessment, meaning that the client will only reach 70-85% of their maximum heart rate during this assessment.



## Performance Rating

- High: Applicant is expected to have the aerobic capacity to complete the duties associated with an active job.
- Moderate: Applicant may have the aerobic capacity to complete the duties associated with an active job.
- Low: Applicant may not have the aerobic capacity to complete the duties associated with an active job.

### 5. Muscular Strength / Muscular Endurance

Muscular strength is the ability of a muscle or muscle group to exert maximal force (contraction) in one all-out effort (e.g. opening a tight jar). Muscular endurance is the ability of a muscle or muscle group to exert a submaximal force over a long period of time (e.g. carrying a bag of groceries for five blocks). For both, the intensity of work is greater than that for aerobic endurance.

Although separately defined, muscular strength and endurance are closely interrelated and are on a continuum with strength at one end and muscular endurance at the opposite end. All activities lie along the continuum and therefore involve some combination of muscular endurance and muscular strength. In order to increase your muscular strength and endurance, your muscles must be overloaded. This overload can come from your body weight, the use of weights or some type of resistance. The amount of the overload and the number of repetitions performed determine where along the continuum the activity falls.

#### **Back Extension:**

Back extension is measured using portable steps and a timer. The applicant lies face down on at the top of the steps with the iliac crest (pelvic region) positioned at the edge of the steps, while keeping the hips, shoulders and head aligned (keeping a straight back while contracting abdominal muscles). The applicant's lower body will be secured to the steps using supportive straps. The applicant raises the upper half of their torso and crosses their arms on their chest, then maintains the horizontal position for as long as possible without dropping or rotating the torso for a maximum of 180 seconds. If the applicant's torso drops or rotates, they will be given one warning and then the test will be stopped.

### 6. Flexibility

The range of motion at each joint is a measure of the flexibility or suppleness of that joint. Movement at a joint site is limited by bone structure, elasticity of connective tissue and muscle tissue, and ligament support. Therefore, flexibility varies from joint to joint.

#### **Lower Back Flexibility – Sit and Reach:**

This test assesses lower back and hamstring flexibility as tightness in these muscle groups can be a predictor in low back pain and risk of low back injuries as well as can impact one's ability to lift or move safely. Sit and reach (trunk flexion) and measure of hips and back of thighs (hamstrings) flexibility. Sitting in front of a flexometer with knees fully extended. Lean forward and reach hands as far past the feet as possible. Assesses lower back and hamstring flexibility.

## Performance Rating

- High: Applicant is expected to have the hamstring and lower back flexibility to lift loads or get into positions that challenge these muscles associated with the job.
- Moderate: Applicant may have the hamstring and lower back flexibility to lift loads or get into positions that challenge these muscles associated with the job.
- Low: Applicant may not have the hamstring and lower back flexibility to lift loads or get into positions that challenge these muscles associated with the job.





## PART 2 – JOB-RELATED TESTS

The Job-Related tests are completed immediately following the General Fitness Assessment test, one right after the other, but there is no time limit. They are all either PASS or FAIL. Applicants are to pass each job-related test to earn a pass for this section.

### Test Stopping Criterion

- Applicant fails to perform test.
- Applicant refuses to continue.
- Evaluator's discretion (applicant demonstrates inappropriate technique, reduced control, physiological distress...).

#### 1. *Equipment Carry*

Carry a 21 lb trauma bag, a 30 lb trauma bag, and a 23 lb defibrillator up and down one flight of stairs without stopping.

#### 2. *CPR Compressions*

Perform adequate CPR compressions on a mannequin for three (3) consecutive minutes.

#### 3. *Patient Carry Simulation*

Pick up a 110 lb (50 kg) EZ curl barbell. Walk 15 ft, go around cone, walk back to start/stairs. Option to set barbell down and reset grip once get to stairs. 4 stair ascent forwards and 4 stair descent backwards. Walk 15 ft, go around cone, walk back to stairs. Option to set barbell down and reset grip once get to stairs. 4 stair ascent backwards. 4 stair descent forwards. Set barbell down.

#### 4. *Patient Transfer Simulation*

Transfer an 80 lb sandbag. Pick up bag from top (neutral grip) handles, carry at waist height from high counter, set bag down to a low shelf approximately 1 ft from the ground. After fully standing up, scoop the bag up, carry at chest height in underhand cradle, and return it to the counter. Distance between each transfer is approximately 15 ft.

#### 5. *Push/Pull (PTM)*

Start in middle of the arc (90 degrees), push the handle in to lift the weight carriage (80 lbs), maintain constant pressure to keep the load suspended. Hold/pause for 5 seconds, then move with control 90 degrees to the right keeping the load suspended. You will hold/pause for 5 seconds, then set it down with control. Pull the rope to lift the weight carriage (80 lbs), then maintain constant pressure to keep load suspended, hold/pause for 5 seconds. After, then move 90 degrees to the left, hold/pause for 5 seconds, then return to the middle, hold/pause for 5 seconds, then set down with control.



## PREPARATION

On test day, please bring a valid government issued ID, driver's license and/or photo ID.

### *Effective Preparation*

To do your best, come to the facility on your testing day well nourished and well refreshed.

- Avoid strenuous exercise on the days immediately before your tests.
- Sleep well the night before and try to be as relaxed as possible.
- Avoid alcoholic beverages the day before and on the day of your test.
- Do not smoke or drink beverages with caffeine (tea, coffee, hot chocolate, soft drinks, energy drinks, etc.) for at least two (2) hours before your test appointment.
- Do not eat for at least two (2) hours before your test appointment; however, it is important to be well nourished and well hydrated. The tests are very demanding and most individuals are exhausted at the end of each test.
- If your appointment is first thing in the morning, do not skip breakfast. It would be best if you ate a light meal (e.g. fruit, toast or cereal and juice) about three (3) hours before your test.

### *Clothing*

- Bring the following items of clothing with you:
  - Shorts
  - Two (2) t-shirts with short sleeves (no sleeveless shirts for hygienic reasons)
  - Running shoes
  - Sweatpants
- Your t-shirt will be wet from sweat after the treadmill test. It would be best if you changed into a dry shirt and then put on sweats to keep warm during the 60-minute rest period.



## HOW TO REGISTER

### Step 1

Have your Par Q Form completed for your specific test.

### Step 2

Email your completed forms to [occupational.testing@umanitoba.ca](mailto:occupational.testing@umanitoba.ca)

### Step 3

Visit their registration website to complete your online registration.

- Beside 'Course Type', select 'Occupational Testing'
  - Scroll down the page, select 'Search'
  - Review the tests available (Paramedic). Choose your course by selecting 'Add to Cart'.
- Review the information details. If this information works for you, scroll to 'Book Course' and select 'Logon to Book'.
  - On the Client Logon page, select 'Create New Account'.
  - Follow the prompts and complete the process.
- While in your cart, go to the bottom of the page and select 'Checkout'.
- The Assumption of Risk, Release of Liability, Waiver of Claims and Indemnity Agreement will appear.
  - Go to the bottom of the page and sign your name and select 'Submit'.
- Complete your registration by making your payment online.

For additional information, please visit the University of Manitoba website at:

[http://www.umanitoba.ca/faculties/kinrec/recreationservices/occupation\\_paramedic.html](http://www.umanitoba.ca/faculties/kinrec/recreationservices/occupation_paramedic.html)

Please note that testing will be scheduled by the Winnipeg Fire Paramedic Service with the University of Manitoba Physical Education Department. Applicants will only be scheduled for this testing if they are successful through Steps 1 of the recruitment process and are only valid for six (6) months from date of testing.



### STEP 3: PANEL INTERVIEW

We use behaviour based and situational based interviewing, which are also structured to ensure fairness to all applicants. It is a standardized method of interviewing designed to measure how you will perform on the job. The questions are based on core and position specific competencies which are essential qualities established that each applicant must satisfy. The purpose of the interview is to assess your ability to understand and adhere to our core values and the character traits required to be successful in this position. Applicants will be provided with realistic work-related scenarios and each scenario of its own requires the candidate to demonstrate a key competency. The interview also consists of a number of behaviour-based interview questions on specific competencies and you will be asked to describe your related experience and provide specific examples. As part of the interview team we will assess the candidate's response(s) based on the requirement of the competencies as well as their communication skills, general demeanor and deportment and the candidate will need to reflect the expected behavior. Applicants need to successfully achieve a score of 60% or higher in this assessment. Those who do not meet the requirements of Step 3 will be advised in writing of their eligibility to re-apply.

#### PASS

- Applicant invited to panel interview; if a score of 60% or higher is achieved, applicant may advance to the next step.

#### FAIL

- Applicant will be advised in writing of eligibility to re-apply.
- Applicant will need to indicate in application any initiatives engaged in to improve skills.
- Start again at Step 1 if eligible to re-apply.



## STEP 4: SELECTION COMMITTEE / ELIGIBILITY LIST

Once you successfully advance to this step, your file has reached the point where a decision is made. All data is compiled and your file is presented to a Selection Committee. The purpose of the Selection Committee is to offer an objective perspective on your suitability for this position to determine placement on an eligibility list. The decision is based on consideration of your competencies, skills, and job fit.

***The Department's hiring needs are difficult to predict and fluctuate as a result of a number of factors (e.g. retirements, city growth, funding / resource availability, etc.).*** This may mean you have successfully advanced through the recruitment process and will be considered for further consideration for a future recruit class for this position.

The eligibility list remains active and does not expired until exhausted. ***During this period of being on an eligibility list, you do not need to reapply or retest. Please note that being placed on an eligibility list does not constitute an expressed or implied contract or offer of employment for a position with Winnipeg Fire Paramedic Service or any other position with the City of Winnipeg.*** Those who did not meet the requirements of Step 4 will be advised in writing of their eligibility to re-apply.

### PASS

- A panel review entire application file to determine if applicant is suitable.
- If successful, applicant may be placed on an eligibility list until there are enough open positions available in the department.

### FAIL

- Applicant will be advised in writing of eligibility to re-apply.
- Applicant will need to indicate in application any initiatives engaged in to improve skills.
- Start again at Step 1 if eligible to re-apply.



## STEP 5: REFERENCE CHECKS / CONDITIONAL OFFER OF EMPLOYMENT / MEDICAL ASSESSMENT

Prior to offering employment, the City of Winnipeg requires that new hires are reference checked to assess the candidate's suitability for the position. If and when the Department considers an applicant for a conditional offer of employment, at that time reference checks will be conducted. Selected candidates will be provided a conditional offer of employment, and will be scheduled to undergo and pass a medical examination administered by the City of Winnipeg's Occupational Health Branch which includes illegal drug use testing. Any outstanding documentation from the Checklist of Requirements – Section A and B will be required prior to an offer of employment. Those who did not meet the requirements of Step 5 will be advised in writing of their eligibility to re-apply.

### PASS

- Prior to a conditional offer of employment, references will be assessed to determine suitability for the position.
- Applicant will also be scheduled to undergo a complete medical examination by the City of Winnipeg Occupational Health Branch.
- If successful, applicant may receive a conditional offer of employment.

### FAIL

- Applicant will be advised in writing of eligibility to re-apply.
- Applicant will need to indicate in application any initiatives engaged in to improve skills.
- Start again at Step 1 if eligible to re-apply.

The selection process is subject to change and candidates may be subject to other assessments and reviews.

Please be advised that the number of applicants advancing in each stage of the process may be limited.

Any applicant not being advanced at any point in the process will be advised in writing.



## PROBATIONARY PERIOD

Candidates must satisfactorily complete a probationary period from the date of appointment. The probationary period for a full-time Primary Care Paramedic is nine (9) months. The probationary period for all part-time employees is eighteen hundred (1800) accumulated regular hours worked.

## SALARY LEVELS

| Classification                                    | Rate of Pay<br>(Effective February 29, 2024) |             |
|---|--|-------------|
|   | Bi-Weekly                                    | Annually    |
| Emergency Paramedic 1 (0 to 12 months)            | \$2,252.08                                   | \$58,554.06 |
| Emergency Paramedic 1 (13 to 24 months)           | \$2,681.34                                   | \$69,714.80 |
| Emergency Paramedic 2 (after 24 months)           | \$3,073.20                                   | \$79,903.32 |
| Emergency Paramedic 2 (after 30 months)           | \$3,102.49                                   | \$80,664.70 |
| Emergency Paramedic 2 (after 36 months)           | \$3,531.75                                   | \$91,825.44 |
| Emergency Paramedic 2 (after 48 months)           | \$3,637.44                                   | \$94,573.46 |
| Emergency Paramedic 2 (after 11 years of service) | \$3,748.02                                   | \$97,447.45 |

## BENEFITS

Benefit costs are a combination of employer paid, employee paid and cost-shared.

Benefits offered include:

- Ambulance and Semi-Private Hospital Room Coverage
- Corporate Employee Wellness Program
- Dental Plan
- Education, Training and Staff Development
- Employee and Family Assistance Program (EFAP)
- Extended Health Coverage
- Group Life Insurance
- Long-Term Disability
- Maternity / Parental Leave Programs
- Other Benefits
- Pension Plan (defined benefit)
- Sick Leave Benefits, including Family Days (Wellness Days)
- Travel Insurance
- Uniforms and Equipment
- Vacation Leave
- Vision Care



## CAREER OPPORTUNITIES

Training to become an Intermediate Care Paramedic / Advance Care Paramedic. Progression / application to the following recruitments:

- Tactical Emergency Medical Service (TEMS) Paramedic
- Main Street Project Community (MSP) Paramedic
- Emergency Paramedics in the Community (EPIC)

## HOURS OF WORK – FULL-TIME

- Platoon System – Rotating Shifts
  - 4 Days On – 1 Tour
    - 2 Day Shifts, from 0700 to 1900 hours (12 hours each)
    - 2 Night Shifts, from 1900 to 0700 hours (12 hours each)
  - 4 Days Off

## HOURS OF WORK – PART-TIME

Guarantee of a minimum of 24 shifts in a 16-week cycle. There is an expectation that part-time employees will be available to work additional unscheduled shifts up to the equivalent of full-time if and when necessary, subject to the provisions of the collective agreement.





## FREQUENTLY ASKED QUESTIONS

### HOW TO APPLY

**Question:** *I've found a job I'm interested in. How do I apply?*

#### Current City of Winnipeg Employees:

- To view all current job postings, log into PeopleSoft Employee Self Service and follow the navigation: Main Menu > Employee Self Service > Careers > View Latest Jobs.
- From this location, you can scroll the list of current job openings and apply for a job.
- City of Winnipeg employees can access PeopleSoft remotely on any personal computer by using one of the following links:
  - <https://vpn.winnipeg.ca/selfservice>
  - <https://www.winnipeg.ca/hr/default.stm>

#### Future City of Winnipeg Employees:

- To view all current job postings, log into the PeopleSoft Portal.
- From this location you can scroll the list of current job openings and apply for a job.
- You can access PeopleSoft remotely on any personal computer by using the following link:
  - <https://careers.winnipeg.ca>

### GENERAL INSTRUCTIONS

- Be sure to read all of the information on the job posting and follow all of the instructions. This is important for your application to proceed to the next step in the process.
- Current jobs with the City of Winnipeg are posted under <https://www.winnipeg.ca/hr>.
- Our TTY number is 204-986-1311.
- Apply directly to the current job posting(s) you are interested in. Please note that general applications are not accepted.

### APPLY FOR CURRENT GENERAL RECRUITMENT JOB POSTINGS AS FOLLOWS

- All City of Winnipeg positions are posted online.
  - It will be the applicant's responsibility to ensure that the application and required documentation have been received and that the minimum qualifications have been met. Should any of the documentation be missing, the application will not be considered complete and will not be processed any further. Submitted documents will not be returned. Please note that online applications will be accepted for this recruitment, however if you do NOT have access to a computer/email, please apply, including ALL required documentation, to the below address:

Recruitment – Human Resources  
Winnipeg Fire Paramedic Services  
2<sup>nd</sup> Floor, 185 King Street  
Winnipeg, MB R3B 1J1  
Email: [WFPSRecruitment@winnipeg.ca](mailto:WFPSRecruitment@winnipeg.ca)

### APPLY FOR ALL OTHER CURRENT JOB POSTINGS ONLINE AS FOLLOWS

- Online applications are preferred for all other job postings which are not listed above. This will ensure that your application details are captured in the most comprehensive manner.
- To apply online, review the current job postings at <https://www.winnipeg.ca/hr>, locate the position you want to apply for, create an online Careers account or log into your existing account, and complete the application.



- Visit the PeopleSoft Portal to view and apply for current job postings.
  - STEP 1: Visit the City of Winnipeg careers website at <https://www.winnipeg.ca/hr> to view our current job postings.
  - STEP 2: Sign In or Create an Account by selecting 'New User' at the top right of the page.
  - STEP 3: Select a posting from the Search Results list.
  - STEP 4: Select the Apply for Job button at the top of the page to apply for a job(s).
  - STEP 5: Complete the application form.
  - STEP 6: Include your resume, a cover letter (if desired) as attachments when prompted. You also have the option to upload any other required attachments that were specifically requested on the posting under the How to Apply Section. A specific step in the application process will prompt you to do so if necessary.
  - STEP 7: Review your application and make any changes as required.
  - STEP 8: Select Submit Application to complete the process. You will receive a message saying your application has been successfully submitted.

### APPLY FOR ALL OTHER CURRENT JOB POSTINGS TO HEADQUARTERS AS FOLLOWS

- Applications will only be accepted to open recruitments and can be done online, however if you do NOT have access to a computer/email, please apply, including ALL required documentation, to the below address:

Recruitment – Human Resources  
 Winnipeg Fire Paramedic Services  
 2<sup>nd</sup> Floor, 185 King Street  
 Winnipeg, MB R3B 1J1  
 Email: [WFPSRecruitment@winnipeg.ca](mailto:WFPSRecruitment@winnipeg.ca)

### PLEASE NOTE

- Applications must be received by the deadline noted in the posting.
- Please do not submit any of the documentation listed under Conditions of Employment. Only if you are successful in the recruitment process will you be asked for this information.
- Applications must include all **REQUIRED** documentation as noted in the 'How to Apply' section.
- Applications submitted without **REQUIRED** documentation will not be considered.

### RESUME AND COVER LETTER

- Please review [Resumes, Cover Letters, and Interview Tips](#) for more information on how to prepare your resume and cover letter.



## APPLICATION PROCESS

**Question:** *I found a job that I would like to share with a friend or post on social media. How can I share it?*

- To share a job with a friend, select the 'Email this Job' link at the top of the job posting.
- The system will generate an email, which you can personalize with your name and the recipient's name and email address, containing basic information about the job and a link to the full posting on the City Careers website.
- To post a link to the position on social media (e.g.: to your Facebook page), follow the steps above.
- The system-generated email contains a URL; instead of sending the email, copy-and-paste the URL to the social media platform(s) of your choice.
- Users who click the link will be sent directly to the job posting where they can review the job and apply online

**Question:** *What are the advantages of applying online?*

- You can be sure you are providing all the information required to screen your resume.
- The process is quick and simple.
- You can maintain an up-to-date online profile, including saving your resume and favourite job searches.
- You will receive an email confirming your application has been successfully sent in.

**Question:** *Do I have to create an account to apply for a job online?*

- Yes. Online applications can only be done through a registered online Careers account.

**Question:** *I missed the deadline for a position. Can I still apply?*

- We are unable to accept applications after the deadline.
- We encourage you to keep your online profile up-to-date, including having a copy of your resume saved online, to ensure you can apply quickly and easily the next time a suitable position is available.

**Question:** *How do I apply to a specific position?*

- Select the posting you want to apply to, and click 'Apply for Job'.

**Question:** *Do I need to fill out an application form if I am providing my resume?*

- Yes. While some information on the application may be duplicated in your resume, the City's applications have been carefully created to ensure it captures all required information to properly assess your application.

**Question:** *Do you accept general resumes?*

- No. Resumes and applications are only accepted for specific, posted position.

**Question:** *Who do I address my cover letter to?*

- Cover letters can be addressed to 'Recruiter' and will be sent to the appropriate person in the corresponding department for the posting.

**Question:** *Where can I find the posting number?*



- The posting number is at the top of each job posting where it says 'Job ID'. It can also be found within the posting itself; included in the posting title.

**Question: Do I have to provide my employment equity information?**

- No. Completing the self-identification steps in the application is voluntary.
- If you do not wish to provide your information these sections can be bypassed.
- To bypass the disability section, you can select 'I decline to provide my disability information'.
- To bypass the diversity section, you can select 'Not Declared' (default option).

**Question: The gender section of the employment equity section only lists woman; what if I am not a woman?**

- The City collects information on four employment equity groups, as designated by the [Canadian Human Rights Commission](#): Indigenous Persons, Persons with a Disability, Visible Minorities, and Women. Therefore, for the purposes of our equity reporting, we only capture those who declare as a woman

**Question: Once my online application form is saved, can I go back and make changes to it?**

- Yes. You can make changes to your application at any time before it is submitted.
- To resume an application, you have started but not submitted select if from the 'My Job Applications' page.
- Once your application has been submitted, you are unable to make any changes.
- If you need to make changes to your application after submission, you will need to reapply.
- To withdraw your original application, use the 'Withdraw' button viewable under 'My Job Applications'.

**Question: I need to update something on my application; can I edit it once it has been submitted?**

- Once your application has been submitted, you are unable to make any changes.
- If you need to make changes to your application after submission, you will need to reapply.
- To withdraw your original application, use the 'Withdraw' button available under the 'My Job Applications' page.

**Question: I have a criminal record; can I still apply to work for the City of Winnipeg?**

- Yes. A criminal record, in and of itself, is not a barrier to securing a position, employment or promotion with the City of Winnipeg.
- When a person with a criminal record is being considered for a position, the record will be reviewed with consideration to the specific responsibilities of the position.
- Please note that Winnipeg Police Service and Winnipeg Fire Paramedic Service have their own guidelines on the admissibility of applicant criminal records.

**Question: Will I have to undergo any medical and/or other assessments?**

- Applicants will be required to undergo assessments to determine their knowledge, abilities and skills as they relate to the qualifications of the position.
- The successful candidate **may be** required to undergo a medical assessment at the Occupational Health Branch.

**Question: Does the City of Winnipeg accept education and training completed outside of Canada?**



- Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian Assessment Service](https://www.canalliance.org/en/) <https://www.canalliance.org/en/> at application

**Question: Will my volunteer work be considered?**

- If your volunteer work is related to the position that you are applying for, it can be a valuable addition to your work history.
- Relevant volunteer work should be included on your resume or application form.

**Question: Is there anything else I need to do to apply?**

- Read the application instructions carefully for each position.
- Some positions may require proof of licenses or credentials, or may require you to apply at a certain date/time, or to a specific person.

**Question: I applied within the current year, during your last recruitment, but was unsuccessful, can I apply again?**

- Anyone may apply at any time to an open job posting.
- The WFPS reserves the right to disqualify you from the process if your current resume does not indicate that you have participated in additional training/education/experience to improve your skills (and the probability that you can pass on a re-test) since your last application.
- The additional training/education/experience must be clearly outlined in your cover letter and identified in your resume.
- Since past performance is a good indicator of future performance; without any information on upgrading activities the WFPS will assume that you would be unlikely to meet our standards upon a re-test and would not be considered for the current recruitment.

**Question: If I had applied to the Winnipeg Fire Paramedic Service previously and was unsuccessful, how do I re-apply?**

- You can re-apply following the current application protocols outlined in the job posting.

**Important Re-Application Notes:**

- You must meet the minimum qualifications at the time of your re-application.
- You will be required to follow the hiring process protocols that are in place at the time of your re-application.
- You will need to indicate in your application any initiatives you have engaged in to improve your skills.
- You will be required to complete and submit a new application package using current document versions that are posted on the Winnipeg Fire Paramedic Service's website at the time of your re-application.
- It is the applicant's responsibility to ensure that the application and documentation have been received and that the minimum qualifications have been met prior to the posting closing.
- Should any of the documentation be missing, the applications will not be considered complete and will not be processed any further.

**Question: How do I know my application has been received?**

- When you have successfully submitted your resume online, a notice will appear stating 'You have successfully submitted your job application'.



- You will also receive a confirmation email, sent to the email address attached to your Careers account.
- To view all your submitted and draft applications select the My Activities page on your Careers account.



## USING ONLINE APPLICATION

### **Question:** *I am a new user. How do I set up a username and password?*

- Select the 'New User' option at the top right of the page.
- Complete all of the required information on the registration page, including selecting a password.
- Agree to the Terms & Conditions.
- Select the 'Register' button.

### **Question:** *Do I need a resume file with my online application?*

- Uploading a resume file is one option. You can also select an existing resume you have saved in the system.

### **Question:** *Under the 'My Activities' tab, I see an option to upload attachments; however, none of the ones listed apply to the job I'm applying for.*

- There are two ways to upload documents to applications for postings.
  1. Add documents to your applicant profile on the 'My Job Applications' page. Using this method, any documents added here will be uploaded to all applications made under your Careers account. It is advised you only upload documents using this method if they will apply to all applications you make.
  2. Add documents within the flow of the application itself. Adding documents using this method will ensure the documents you attach will only be seen or used for the specific application in which you attached the documents for. A step within the application process will prompt you to add any documents that were requested on the job posting.
- If the position you are applying for requires attachments it will be noted on the job posting. You are only required to upload attachments if it is specifically requested in the job posting you are applying to (other than resume or cover letter attachments). Each attachment-type (driver's abstract, copy of Red Seal Certification, etc.) currently required for an active job opening will be listed in the drop-down menu. If you do not see the attachment you are trying to upload, it is not required. Our Careers system allows for the following file types for attachments:

|       |        |       |
|-------|--------|-------|
| .doc  | .rtf   | .jpg* |
| .docx | .txt   | .img* |
| .odt  | .jpeg* | .png* |
|       | .pdf   |       |

*\* Applicants without access to a scanner may prefer to take a picture of their document(s) with a mobile phone or digital camera and upload the image file.*

### **Question:** *Can I apply for more than one job at a time?*

- Yes. To apply for multiple jobs at a time use the checkboxes on the 'View Latest Jobs' page to select the jobs you wish to apply for and select the 'Apply for Selected Jobs' button at the top of the page.

### **Question:** *How do I update a specific job application?*

- Once an application has been submitted, you cannot update or edit it; you must create a new application for the position.
- To update an application that is in progress, visit your 'My Job Applications' page.
- The status will be 'Not Submitted'.

### **Question:** *How can I change my email address?*



- Select the 'Select the 'My Account Information' page and provide your new email address.

**Question: How do I know that a question is required?**

- If a question is required, it will have an asterisk (\*) beside it.

**Question: I have forgotten my password or username. What do I do?**

- Be sure that your password:
  - Has a minimum of 6 total characters with at least one (1) digit, one (1) lowercase character, one (1) uppercase character and one (1) special character from the set (! @ # \$ % ^ & \* - \_ = + \ | ] } [ { ; : / ? . > < , `)
  - Does not match your username.
  - Does not match any of your email addresses.
- As a security measure your password length is disguised after tabbing out of the (Confirm) Password field. If you continue to have trouble, you can call 311 for more support.

**Question: I have selected "Forgot Username" and/or "Forgot Password" but did not receive an email with instructions on how to resolve.**

- On the Sign In page, select either 'Forgot User Name' or 'Forgot Password' and follow the instructions provided.
- You must have access to the email you used to register your account to use this function.

**Question: How do I reset my password?**

- Select the 'My Account Information' page and select the option to change your password.

**Question: Can I be automatically notified when a job I'm interested in is posted?**

- Yes. To create a job notification:
  - Log in to your careers account.
  - Type the title of the job you are looking for into the Search Jobs bar, for example, "Primary Care Paramedic".
  - Click the arrows and run the search.
  - Select the "Save Search" option.
  - Create a name for your search.
  - Select the "Email me when a new job meets my criteria" option.
  - Enter the email address you'd like the notification to be sent to.
  - Select the green "Save" button. Email notifications will now be sent to you when a job is posted that matches your saved search criteria.





## TECHNICAL ISSUES

**Question:** *What operating system and browser should I use when searching and applying for positions at the City of Winnipeg?*

- Our career website supports the following browsers:
  - Safari 10.1(OS X); Safari 10.x (iOS)
  - Google Chrome 58.x (Windows); Google Chrome 6.x, 7.x (Android)
  - Microsoft Edge 39.14986
  - Microsoft Internet Explorer 11.x
  - Mozilla Firefox 52.x, 53.x

**Question:** *I clicked on the 'View Current Job Postings' link but it doesn't work, the page does not appear. What should I do?*

- Ensure your pop-up blocker is turned off. Go to tools in your menu bar - turn off pop up blocker. You may need to refresh your screen (go to view and click refresh or use the icon at the top of your page that has 2 green arrows).
- If this doesn't work, clear the temporary Internet files (also called the cache) in your browser and refresh the page. It is advisable to close and re-open the browser.
- If you still get an "Error on page" message at the bottom, reboot your machine.

**Question:** *Why did I get an error message about my attachment exceeding 5000 KB?*

- Due to performance considerations we limit the size of attachments applicants can upload to our system.
- Please adjust the resolution of your file, resave and upload your smaller attachment file.



## MINIMUM QUALIFICATIONS

**Question:** *Can I apply before I have met all the minimum qualifications if I intend to complete them once you've accepted my application?*

- You must meet all the minimum qualifications as stated in the job posting before you apply.

**Question:** *Where can I find information on becoming eligible for employment in Canada?*

- Please contact the Government of Canada's Citizenship and Immigration Centre at <https://www.canadainternational.gc.ca/> or toll free at 1-888-242-2100.

**Question:** *How can I determine if a medical condition I have makes me ineligible for hire?*

- Your physician is the best resource for information on your personal health.
- We encourage you to book a complete physical with your physician before you decide to submit an application to identify and/or discuss any conditions that may affect your ability to perform essential entry-level job tasks.
- To aid your physician in understanding the job tasks, they can contact Lisa Asquith, Occupational Health Nurse at 204-986-7819.

**Question:** *How can I demonstrate that I meet the immunization requirements if I do not have any childhood vaccination records?*

- Please contact your health provider or physician for their guidance or visit <http://www.gov.mb.ca/health> to inquire how to get a record of immunization.

**Question:** *I do not live in Manitoba how do I determine if my driver's license and/or demerits meet your province's driver license standards?*

- For more information please visit [http://www.mpi.mb.ca/english/dr\\_licensing/drv\\_records.html](http://www.mpi.mb.ca/english/dr_licensing/drv_records.html).

**Question:** *Do I need to submit my original course certificates?*

- No, at the point of application you must submit copies of your documentation, only if you are offered employment will you be required to produce all original documents.

**Question:** *I live out of province and must wait until I become a Manitoba resident before I can transfer my driver's license. Will you accept my out of province license until I have this done?*

- No. When you receive your conditional offer of employment, you will have approximately six weeks to allow you to meet this standard.

**Question:** *How do I apply to get my Certificate of Practice in the Province of Manitoba?*

- Please visit the College of Paramedics website for information on applying for a license in the Province of Manitoba. For more information, please visit <https://collegeparamb.ca/>.

**Question:** *I have a paramedic license from another province, how do I apply to get my Certificate of Practice in the Province of Manitoba?*

- You would have to contact the College of Paramedics of Manitoba, 610-1445 Portage Avenue, Winnipeg, Manitoba, R3G 3P4 or by phone at 204-793-3592 or by email at [info@collegeparamb.ca](mailto:info@collegeparamb.ca) or visit their website at <https://collegeparamb.ca/>.



**Question: My Police Information Check, Vulnerable Sector Check, Child Abuse Registry Check and Adult Abuse Registry Check take several weeks and I won't have them before the job posting closes, what can I do?**

- Until you receive your completed checks you may submit your receipt as proof of application and submit the original checks when you receive them later in the process.
- Please be advised that this information will be required from all applicants at time of conditional offer of employment.

**Question: How do I know if I have all the required documentation?**

- Each job posting will come with list of required documentation for all positions.
- Make sure that you have attached all required documentation before you send in your application.
- Applications must include all **REQUIRED** documentation.
- Applications submitted without **REQUIRED** documentation will not be considered.

**Question: Is there any age / physical restrictions?**

- You must be 18 years of age in order to apply; however, there is no maximum age restriction.
- Candidates must be qualified and capable of successfully performing the job which may also include being physically capable of performing the duties of this position as noted in the job posting/job description.

**Question: Do I require volunteer experience?**

- Although the Winnipeg Fire Paramedic Service does not require an applicant to have volunteer experience, it should be noted that volunteering can provide valuable experience in terms of individual development.
- If you choose to volunteer your time with an organization, try to ensure your volunteer experience affords you the opportunity to deal with a variety of people.
- A member of our Service must have the ability to effectively deal with diversity.
- Volunteer work, community work, education and employment are some of the ways you can develop your expertise in dealing effectively with people.

**Question: What are you looking for in an applicant?**

- There is no recipe of skills and abilities that the Winnipeg Fire Paramedic Service is looking for. The foundation all successful applicants must build upon is honesty and integrity. The public places a great deal of trust in our members, holding them to the highest of standards.
- The City uses a Competency Model called the [Korn Ferry Architect Competency Model](#) to help build consistent language and approach across all departments and for all employees as part of the recruitment process. Competencies are behaviours, skills, capabilities, knowledge, attributes and attitudes that characterize excellent performance within a specific context. They describe what it takes to be excellent in a particular position. The City has made the strategic decision to apply competencies to leadership and common function positions and human resource professionals continue to work with supervisors and managers to profile additional positions.
- The City has established five (5) core competencies for all employees at the City of Winnipeg. Below you will find the definitions for the five core competencies for all employees, description of behaviours of what these competencies look like in the workplace and tools to help you assess your skill level in these key competencies.

*Citizen and Customer Focus*



Is dedicated to meeting the expectations and requirements of citizens, internal and external customers; gets first-hand citizen/customer information and uses it for improvements in products and services; acts with citizens/customers in mind; establishes and maintains effective relationships with citizens/customers and gains their trust and respect. *We act in the best interests of the community we serve. Whether it is the citizenry at large or a specific customer base, we strive to meet their needs and exceed their expectations.*

### **Respecting Diversity**

Engages with all kinds and classes of people equitably; deals effectively with all races, nationalities, cultures, disabilities, ages and sexes; hires variety and diversity without regard to class; supports equal and fair treatment and opportunity for all. *We treat all people with dignity and respect. We demonstrate fair and equitable practices in our service delivery and in the workplace, striving to remove all forms of discrimination.*

### **Ethics and Values**

Adheres to the City of Winnipeg's set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches. *The City of Winnipeg's Values are: Integrity, Respect, Quality, Accountability and Diversity*

### **Integrity and Trust**

Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain. *We are accountable and transparent. We recognize that citizens are entitled to integrity in government. Our commitment to accountability means taking responsibility for our actions. Our commitment to transparency means clearly demonstrating how tax dollars are spent.*

### **Results Oriented**

Can be counted on to complete work duties and responsibilities successfully; is personally accountable; consistently produces the expected quantity of work; consistently produces high quality work; takes personal responsibility for own actions. In a leadership position, is accountable for the performance of direct reports. *We are committed to responsiveness, effectiveness, and efficiency. We take personal accountability for our work.*

As a potential applicant, you should take a thoughtful look at yourself to see if you possess all these qualities. If you feel you should develop yourself further in any of these areas, take the opportunity to do so. You may want to consider education, employment and/or volunteer work as a means to furthering your development.

**Question:** *Since I am not a visible minority, are my chances of being hired less than someone who is?*

- We value diversity in our workplace.
- Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.



## ASSESSMENTS

**Question:** *If I am chosen to go in for assessments, how long should I expect to be at the test site?*

- If you are successful in moving forward in the recruitment process, you will be advised in writing and your invitation will clearly outline the duration and information regarding the assessments.
- You are expected to be on-site and prepared to write at your scheduled time.
- Once the assessment begins, no late arrivals will be allowed and you will be disqualified from the recruitment process.

**Question:** *What should I bring with me to the assessments?*

- All the material you require for the assessment will be provided.
- The only item you need to bring is photo identification; preferably your driver's license.
- Applicants may wish to bring a snack, beverage, etc.
- No cell phones, calculators, smart watches, etc. will be allowed in the room.

**Question:** *If I qualify for an interview; what should I bring and what will it look like?*

- When your interview has been booked, we will send you an email outlining the items you are expected to submit prior to your appointment.
- If you are sick on the day of your interview, please contact the HR Consultant to reschedule.

**Question:** *What if I cannot come up with an answer to an interview question?*

- You can ask to gather your thoughts or to bypass the question and return to it later.
- If you cannot recall a specific experience to share, try to reflect back on any volunteer experiences or situations that you have dealt with involving your family or friends.
- We encourage you to pace your answers, being mindful of the time allotted.

**Question:** *How can I prepare for my interview?*

- Don't wait until the last minute to prepare!
- Practice and preparation ahead of time are essential to your success.
- Our hiring needs may dictate a rapid turnaround between your assessments and your interview.
- If you are from out of town/province, be prepared to travel to and/or stay in Winnipeg on short notice or to stay over several nights or throughout the weekend.



## SELECTION PROCESS

### **Question: *How long is the selection process?***

- Unfortunately, there isn't a set time frame to follow as the hiring needs of our department fluctuates and are dependent on outside factors such as retirements, funding, city growth, legislation, etc.
- It may be necessary for us to "speed up" or "slow down" our process in order to meet operational needs.
- You may be asked to participate in one or more assessments in a short period of time or you may need to wait a period of time until sufficient resources are available.

### **Question: *How often should I expect to hear from the recruitment personnel?***

- We attempt to keep you informed and current with information as it is relevant to the status of your file.
- It is your responsibility to keep us informed if you have a change in contact information or if you will be unavailable for a period of time (i.e. on vacation, out of the country, etc.).

### **Question: *Will I be notified if I am determined to be ineligible for the next step in the process?***

- Yes. We will notify all applicants of their standing in the process in writing.
- Although we will attempt to notify all candidates as soon as they are disqualified you may not receive notification until the recruitment process is complete.

### **Question: *How are applications assessed?***

- Each application is assessed based on the qualifications outlined in the job posting.
- When you submit your application online, you may be asked a number of screening questions that help us to further assess your qualification for the position.
- This information is then forwarded to the hiring supervisor for final screening. Your application package will be assessed for compliance and completeness.
- A review of your file will be conducted to determine your eligibility.
- You will be advised if you are advancing to the next stage or if not, of your eligibility to re-apply.

### **Question: *How can I find out the status of my application / will someone contact me, and if so, when?***

- The timeframe for filling a position depends on a number of factors, including the number of applications received. All candidates which applied will be contacted.
- As a practice, upon closing of the competition, unsuccessful applicants will receive an email or letter advising them that they were not successful.

### **Question: *It has been some time since I submitted my application. If I haven't heard anything does this mean I am not being considered?***

- You will be notified as to our decision regarding your application. Our typical method of notification is by email.
- There are many steps involved in our pre-screening process. This course of action can take some time to complete and your patience is appreciated.
- If you haven't heard anything for a while, it may be that your package was incomplete or there is important information missing or requiring clarification. If this is the case, it will result in a delay in the processing of your application and our response back to you.



- You may wish to pro-actively think back to the information and documents that you submitted to try and identify what is missing and if possible, produce new items to rectify any deficiencies.
- In compliance with Provincial and Municipal Legislation, we will only provide a status update to the applicant. In the interest of protecting the privacy of the individual, we cannot release this information to family, friends or associations to the candidate.



## PANEL INTERVIEW ASSESSMENT

### **Question: *If I qualify for an interview; what should I bring?***

- When your interview has been booked, we will send you an email outlining the items you are expected to bring to your appointment.
- The items required are as follows:
  - Your driver's license for identification purposes.
  - A current copy of your resume if you wish.
  - A reference check consent form (will be provided to you once scheduled for your interview) A minimum of at least three (3) recent employment references will be required and they need to be someone you reported to directly.
  - Any outstanding documentation from the Checklist of Requirements – Section A.
- Note: If you are sick on the day of your interview, please contact the HR Consultant to reschedule.

### **Question: *What if I cannot come up with an answer to an interview question?***

- You can ask to gather your thoughts or to bypass the question and return to it later.
- If you cannot recall a specific experience to share, try to reflect back on any volunteer experiences or situations that you have dealt with involving your family or friends.
- We encourage you to pace your answers, being mindful of the time allotted.

### **Question: *How can I prepare for my interview?***

- Don't wait until the last minute to prepare!
- Practice and preparation ahead of time are essential to your success.
- Our hiring needs may dictate a rapid turnaround between your assessments and your interview.
- If you are from out of town / province, be prepared to travel to and/or stay in Winnipeg on short notice or to stay over several nights or throughout the weekend.





## TRAINING PROGRAMS

**Question:** *Can you recommend courses to take to better my chances of being selected?*

- Due to the competitive nature of the assessment process, we do not counsel or provide recommendations to potential applicants on how to increase their competitiveness. For a list of Primary Care Paramedic training institutions which are accredited by Accreditation Canada please visit the Canadian Medical Association (CMA – prior to February 2018) at <https://www.cma.ca> and Accreditation Canada (after February 2018) at <https://accreditation.ca/educational-programs/>. For a list of Fire training institutions which are accredited by IFSAC and/or PROBOARD please visit [www.ifsac.org](http://www.ifsac.org) or [www.theproboard.org](http://www.theproboard.org).
- The following training institutions offer a **PRIMARY CARE PARAMEDIC** education program accredited as noted above. These education programs are approved by Manitoba Health, Senior's and Active Living for eligibility for a Province of Manitoba Technician-Paramedic license.

Criti Care EMS  
Suite 106, 386 Broadway Avenue  
Winnipeg, Manitoba R3C 3R6  
Phone: (204) 989-3671  
Website: <http://www.criticareems.com>

Manitoba Emergency Services College (MESC)  
1601 VanHorne Avenue East  
Brandon, Manitoba R7A 7K2  
Phone: (204) 726-6855  
Toll Free: 1-888-253-1488  
Website: <http://www.firecomm.gov.mb.ca>

Red River Community College  
P104-106 Princess Street  
Winnipeg, Manitoba R3B 1K9  
Phone: (204) 632-2327  
Website: [www.rrc.mb.ca](http://www.rrc.mb.ca)

- The following list of FIRE training institutions are accredited by IFSAC and/or PROBOARD.

Manitoba Emergency Services College (MESC)  
1601 VanHorne Avenue East  
Brandon, Manitoba R7A 7K2  
Phone: (204) 726-6855  
Toll Free: 1-888-253-1488  
Website: <http://www.firecomm.gov.mb.ca>

Southern Manitoba Academy of Response Training (SMART) – Fire Training Division  
Box 34100  
Winnipeg, Manitoba R3T 5T5  
Phone: (204) 292-676  
Website: [www.smartfire.ca](http://www.smartfire.ca)



# City of Winnipeg Fire Paramedic Service



Recruitment – Human Resources  
Winnipeg Fire Paramedic Services  
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Winnipeg, Manitoba, Canada  
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WFPS Website: [www.winnipeg.ca/fps/careers](http://www.winnipeg.ca/fps/careers)  
City Website: [www.winnipeg.ca](http://www.winnipeg.ca)  
Email: [WFPSRecruitment@winnipeg.ca](mailto:WFPSRecruitment@winnipeg.ca)

