



Employment Opportunity

Position: Paramedic Coordinator/Instructor

Location: Rainy Lake Campus

Start Date: August 2026

Deadline: July 28, 2026

Duration: Full-time, Permanent

Wage: \$41.03 to \$50.15 per hour based on a 35 hour work week, vacation leave, competitive benefits package and registered pension plan included.

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following: **Email is preferred.**



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Marlis Bruyere, Associate Director of Health Sciences at marlisb@7generations.org

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.



Paramedic Coordinator/Instructor

Job Description

General description

The Paramedic Coordinator/Instructor will be responsible for planning, coordinating, and teaching. The primary responsibility of the Paramedic Coordinator/Instructor will be to ensure delivery of course material at all levels meets the standards outlined in the National Occupational Competency Profile (NOCP) for Paramedics. The Coordinator/Instructor will be responsible for providing guidance, mentorship, and support to the Paramedic Program. The Coordinator/Instructor will be knowledgeable in the role of Paramedics as highly skilled first responders and compassionate caregivers who are able to meet community members' emergent and non-emergent health needs.

Qualifications and skills requirements

1. Active certification as a Paramedic in Ontario.
2. Minimum five (5) years experience as a Paramedic.
3. Current BLS certification under the Heart and Stroke Foundation of Canada.
4. Knowledgeable regarding Paramedicine and its application
5. Demonstrated ability to assist patients, family members or other clients with concern and empathy, respecting their confidentiality and privacy and communicating in a courteous and respectful manner.
6. A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills.
7. High degree of resourcefulness, flexibility, and adaptability.
8. Able to effectively communicate both verbally and in writing.
9. Politically and culturally sensitive.
10. High level of critical and logical thinking, analysis, and/or reasoning to identify underlying principles, reasons, or facts.
11. Strong morals and ethics.
12. Ability to use a variety of IT software (i.e., Microsoft, Google docs, D2L, Comptracker etc.)
13. Strong connection to the community's clinical resources needed to secure student clinical field placements
14. Understanding of the Indigenous Culture and ability to speak Anishinaabemowin would be an asset

Supervisor: Associate Director of Health Sciences

Job duties/responsibilities

1. Hiring, training, and managing instructors to deliver course content based on existing standards and best practice guidelines.
2. Interview Paramedic applicants, set up and facilitate orientation, and attend recruitment sessions when required.
3. Maintain and submit detailed records for the purposes of accreditation when required.
4. Participate in program development, promotion, and recruitment activities
5. Ensure students submit required documents and certifications (Immunizations, criminal record check, etc)
6. Create partnership agreements with clinical placement agencies within the community .
7. Participates in planning curriculum, course calendar, and course outlines.
8. Instructs in a course of their choosing (e.g Paramedic Theory, Paramedic Lab, Anatomy and Physiology, etc.).
9. Lectures to students, conducts and supervises laboratory work, issues assignments, and directs seminars and panels.
10. Demonstrates and teaches patient care in the classroom and clinical units.
11. Instructs students in medical theory and techniques, social and communication skills, critical thinking, and effective decision making.



10. Secure clinical placements that meet the learning outcomes of the program.
11. Understanding of cultural influences and issues specific to adult learners in northern communities.
12. Excellent communication skills (both oral and written) as well as strong interpersonal skills, organizational and computer skills.
13. Familiar and comfortable with adult education.
14. Manages the simulation lab, and ensures supplies are available when skills are being taught.
15. Monitors student attendance and reaches out to those that are struggling to adhere to standards.
16. Provides students with direction, guidance, and support.
17. Set up-up student accommodations, if possible.
18. Cooperates with medical personnel and paramedics in evaluating and improving teaching and practices.
19. Meet with colleagues, students, instructors, and Durham College as necessary.
20. Spearhead community promotional activities (i.e., health symposiums).

Relationships

Internal

1. Interacts and reports to the Associate Director of Health Sciences
2. Liaise with students and staff on an ongoing basis
3. Provides support to the students
4. Work with all other departments of SGEI

External

1. Correspond and interact with educational institutions on an ongoing basis
2. Interact with community placement partners as needed.
3. Liaise with visitors, guest lectures, band offices, students and education counsellors.

Working conditions

- Interacts with students, teachers, administrators, family members, visitors, and government agencies/personnel under all circumstances.
- Intermittent physical activity including walking, standing, and sitting.
- Ability to adapt to an online module delivery and teaching method(s).
- Manual dexterity is required to use desktop computers and peripherals.
- Overtime, as required.
- Noise level can be loud.