

Paddle Prairie Metis Settlement

## **Emergency Responder / Van Driver & Program Support**

Project: Paddle Prairie Metis Settlement Overdose Emergency Response Initiative

Location: Paddle Prairie Metis Settlement (PPMS) + nearby communities (mobile operations)

Compensation: \$350 per shift (contract)

Work setting: Retrofitted, fully equipped non-emergency mobile unit + community/home visits

**Role Summary** The Emergency Responder supports the Primary Care Paramedic (PCP) during on-site responses and in-home wellness visits by assisting with scene safety, patient support, and operational readiness. The role also includes driving the mobile unit, coordinating schedules and visits, receiving calls, and completing required documentation so the clinical team can deliver timely, culturally safe care. **Key Responsibilities** Support the PCP to stabilize patients on-site during suspected overdoses and urgent situations by assisting with scene safety, basic patient support, and BLS support tasks as trained and permitted. Assist the PCP during in-home wellness visits. Maintain readiness of response supplies. Safely operate the mobile unit in rural/winter conditions; complete pre-/post-trip inspections, route planning, and weather checks. Set up/take down equipment at sites (tables, signage, cones) and support safe client flow as required. Keep the unit clean and organized; track fuel, mileage, and basic maintenance needs; coordinate service/repairs with approved vendors. Receive incoming calls/messages, coordinate appointments and community site coverage, and maintain the weekly schedule aligned with shift coverage. Complete program forms/logs. Support referral coordination and follow-ups **Community & Cultural Safety.** **Minimum Qualifications** Emergency Medical Responder (EMR) credential (or higher) OR documented training/competency in overdose recognition and response. Valid Alberta Class 5 driver's licence (or higher) with a clean driving abstract. Strong organization and communication skills (scheduling, documentation, basic record-keeping). Ability to lift/carry up to 25–30 kg. Police Information Check (Vulnerable Sector may be required). **Assets (Nice to Have)** BLS/CPR, first aid, naloxone awareness (or willingness to complete training). Experience in emergency response, outreach, harm reduction, or mobile/community programs. WHMIS/TDG awareness; experience working with Indigenous communities. **Schedule & How to Apply** Shift Model: 12-hour shifts with scheduling flexibility; rotation option available (one week on / one week off) Email your CV to [admin@paddleprairie.com](mailto:admin@paddleprairie.com) with subject "EMR– ETF." Shortlisted candidates will be contacted for interview and references.

Contact/Apply-To Information: [admin@paddleprairie.com](mailto:admin@paddleprairie.com)