

**Internal / External
20-33**

Position:	REGISTERED PRACTICAL NURSE		Number of Positions:	5
Classification:	CASUAL	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	CLINICAL SERVICE		Program:	INFECTIOUS DISEASES
Location:	BARRIE		Anticipated Date of Hire:	JUNE 29, 2020
Salary Range:	\$35.47 – \$39.73 HOURLY		Position Duration:	JUNE 25, 2021, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED
			Posting Date:	MAY 21, 2020
Criminal Record Check:	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Purpose of Position:

The Registered Practical Nurse in the Infectious Diseases Program Covid-19 Response is an integral team member providing infectious disease information and support during COVID-19. Nurses will further support the program and team members by responding to phone calls on the infectious diseases phone line.

Responsibilities:

- Performs case and contact management for COVID-19.
- Provides consultation to the general public and cases and contacts of COVID-19.
- Participates in public health call center activity by responding to calls and ensuring appropriate referrals.
- Investigates reports of infectious diseases and may participate in outbreak management, including respiratory outbreaks in institutions including COVID-19.
- Performs all required documentation including utilizing electronic data bases.
- Performs other duties, as assigned, including support to other program areas not involved in the COVID-19 response, if and when required.

Specific knowledge, skills, abilities:

- Intermediate oral and written communication skills
- Intermediate conflict management and negotiation skills
- Intermediate skills in providing public education to individuals and groups
- Intermediate organizational and time management skills
- Basic understanding of database applications
- Basic skills in Microsoft Word, Outlook
- Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district
- Able to work independently within established parameters and to function effectively as a member of a team

Education:

- Registered Practical Nursing Diploma (Two Year Program) from a community college.
Current RPN certificate of registration with the College of Nurses of Ontario which is renewed annually.
Current CPR Level C.

Related Experience:

Minimum of 3 years nursing experience.

Deadline: 4:00 pm, WEDNESDAY, JUNE 03, 2020

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **20-33** in the subject line

For internal SMDHU applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #**20-33** in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter outlining how you meet the requirements and qualifications of this position. Please ensure you indicate in your application that you have the requirements and qualifications listed for this position otherwise it will be deemed you do not have them.

For External Applicants Only:

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **20-33** in the subject line.

Due to the large volume of applications we receive, and to ensure your application is given due consideration, we kindly request all applications for this position include both an up-to-date resume, and a detailed cover letter including specific examples of how you meet the required qualifications and skills for this position. The cover letter is to clearly identify:

- a. How your education meets the educational requirements listed.
- b. How your experience meets the experience requirements listed.
- c. How your experience meets each of the required knowledge, skills and abilities listed.
- d. How your education and/or experience meet each of the listed assets, which are considered preferences.

Applicants who fail to satisfactorily provide the information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.