

**Internal / External
20-67**

Position:	REGISTERED PRACTICAL NURSE		Number of Positions:	1
Classification:	PART-TIME	NON-UNION	FTE:	0.8 = 28 HOURS PER WEEK
Department:	CLINICAL SERVICE		Program:	IMMUNIZATION
Location:	COLLINGWOOD		Anticipated Date of Hire:	DECEMBER 7, 2020
Salary Range	\$35.47 – \$39.73 HOURLY		Posting Date:	NOVEMBER 4, 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:

Collection and assessment of the immunization histories of children throughout the County of Simcoe and District of Muskoka, provide immunization services through clinics in various locations and provide information to parents and health care providers about childhood vaccines and schedules through various technologies. In addition, the RPN is responsible for implementation of the school immunization program at school clinics offering Hepatitis B vaccine, Meningococcal vaccine and Human Papillomavirus vaccine to Grade 7 students. Each school is currently visited 2 times from September to June of each year. The RPN works with casual registered nurses and registered practical nurses during the school clinics.

See Registered Practical Nurse position description for further details of the Registered Practical Nurse role.

Responsibilities:

- Plan, organize and coordinate data collection efforts to support program planning;
- Conduct Immunization record review;
- Provide immunization in various clinic settings: public health office, clinic, school clinics and community clinics;
- Conduct inspection of any facility that stores & handles publicly-funded vaccine;
- Contribute to team and agency effectiveness;
- Must be willing to provide a Criminal Record Check with Vulnerable Sector Screening.

Specific knowledge, skills, abilities:

- Current certification in CPR Level C and First Aid Training.
- 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;
- Advanced knowledge of all publicly-funded vaccines including details of the product in terms of risk of disease, VS benefit of vaccine;
- Basic knowledge of proper storage and handling of vaccines;
- 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:

Nursing Assistant or Practical Nursing Diploma (two-year program) from a community college AND Administration of Medications Certificate. Current RPN certificate of registration with the College of Nurses of Ontario.

Related Experience:

Minimum 1 year relevant experience.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- Previous public health experience working in the Immunization Program;
- Previous Panorama experience;
- Knowledge and experience with vaccines administration and immunization schedule;

Deadline: 4:00 pm, TUESDAY, NOVEMBER 10, 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.

For further details: refer to the REGISTERED PRACTICAL NURSE position description.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **20-67** 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 #**20-67** 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 # **20-67** 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.