

Internal  / External   
21-14

<b>Position:</b>		<b>PUBLIC HEALTH INSPECTOR COORDINATOR</b>	<b>Number of Positions:</b> 1	
<b>Classification:</b>	FULL-TIME	NON-UNION	<b>FTE:</b>	1.0 = 35 HOURS PER WEEK
<b>Department:</b>	ENVIRONMENTAL HEALTH		<b>Program:</b>	HEALTHY ENVIRONMENTS & VECTOR-BORNE DISEASE
<b>Location:</b>	BARRIE		<b>Anticipated Date of Hire:</b>	APRIL 19, 2021
<b>Salary Range:</b>	\$46.77 – \$52.38 HOURLY		<b>Posting Date:</b>	MARCH 10, 2021
<b>Criminal Record Check:</b>	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<b>Vulnerable Sector Screening:</b>	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
<p><b>Purpose of Position:</b> To act as a public health consultant, coordinator, senior investigator, collaborator, researcher and evaluator, and social marketer for the promotion of health and illness prevention. This includes coordinating and ensuring completion of provincially driven initiatives, and providing leadership and consultation in the promotion of health and illness prevention. PHI Coordinators are skilled in the areas of risk assessment, risk management, risk communication.</p> <p>Public Health Inspectors (PHI's) are statutory officials under the Health Protection and Promotion Act and related regulations. Services provided to the community are defined in the Health Protection and Promotion Act and the Ministry of Health and Long-Term Care's Ontario Public Health Standards: Requirements for Programs, Services and Accountability.</p>				
<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provide professional support to the Department/Agency including planning, policy development, research, and interpreting/implementing/monitoring for compliance against regulatory standards &amp; mandatory guidelines;</li> <li>• Act as resource to the Department &amp; Community, and provide direction &amp; leadership for Department &amp; Program Areas including program review, evaluation, and promotion and ensure completion of provincially-driven initiatives;</li> <li>• Provide support to staff representing the Agency in legal proceedings;</li> <li>• Contribute to team and agency effectiveness.</li> </ul>				
<p><b>Specific knowledge, skills, abilities:</b></p> <ul style="list-style-type: none"> <li>• Advanced knowledge of all legislation, standards and the judicial process related to environmental and public health;</li> <li>• Advanced knowledge of scientific and technical aspects related to environmental health issues;</li> <li>• Advanced knowledge of health promotion theory and principles;</li> </ul>				

- Advanced knowledge and experience in risk assessment, risk management and risk communication
- Advanced decision-making skills;
- Advanced investigative, observational skills and critical thinking skills;
- Advanced oral and written communication skills;
- Advanced interpersonal communication skills including strong negotiation, collaboration and facilitation skills;
- Intermediate research and epidemiological skills;
- Intermediate work organization and time management skills, priority setting skills, and ability to be flexible;
- Intermediate skills in Microsoft Word, Excel, Outlook;
- Diplomacy and political astuteness;
- 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 with colleagues and community partners.

**Education:**

Baccalaureate Degree in Applied Science in Environmental Health, or equivalent as determined by the Department Vice President, and a Certificate in Public Health Inspection (Canada).

**Related Experience:**

3 – 5 years' experience as a PHI including proven leadership skills i.e. ability to mentor and coach other staff and/or past involvement in special project work.

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

- Advanced risk assessment, risk management, and risk communication skills;
- Experience in community and stakeholder engagement;
- Experience in the development and implementation of community programs or initiatives;
- Knowledge of climate change, built environment and health;
- Highly developed communication skills, political astuteness;
- Demonstrated ability to effectively manage multiple high priority issues;
- Regular membership with the Canadian Institute of Public Health Inspectors (CIPHI).

**Deadline: 4:00 pm, TUESDAY, MARCH 23, 2021**

*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 PUBLIC HEALTH INSPECTOR COORDINATOR position description.

If interested in applying for this position, forward résumé with cover letter to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting # **21-14** 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](mailto:hr@smdhu.org) referencing posting #21-14 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](mailto:hr@smdhu.org) referencing posting # 21-14 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.*