

**Internal  / External   
21-22**

<b>Position: COVID-19 CASE AND CONTACT INVESTIGATOR</b>		<b>Number of Positions: To be determined</b>	
<b>Classification:</b>	CASUAL	NON-UNION	<b>FTE:</b> 1.0 - 35 HOURS PER WEEK MONDAY TO FRIDAY Hours of work will be 35 hours/week which may consist of various 7 hour shifts per week, including weekday days or evening shifts and weekend day shifts. Hours in excess of 35 per week may be required when needed.
<b>Department:</b>	CLINICAL SERVICE		<b>Program:</b> COVID-19 INFECTIOUS DISEASES PROGRAM
<b>Location:</b>	BARRIE		<b>Anticipated Date of Hire:</b> MAY 17, 2021
<b>Salary Range:</b>	\$ 33.43 HOURLY (2021 Salary Range)		<b>Position Duration:</b> Anticipated to last up to December 31, 2021, which may be subject to extension if required.
			<b>Posting Date:</b> APRIL 21, 2021
<b>Criminal Record Check:</b>	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<b>Vulnerable Sector Screening:</b> Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<b>Position Overview:</b>			
Currently the portfolio is centered around the COVID-19 Infectious Disease response. The Case and Contact Investigator, as part of the COVID-19 response is an integral multi-disciplinary team member providing support and direction to COVID cases and their high-risk contacts.			
<b>Responsibilities:</b>			
<ul style="list-style-type: none"> <li>• Performs case and contact management for COVID-19;</li> <li>• Provides consultation to the general public and cases and contacts of COVID-19;</li> <li>• Ability to incorporate principles of excellent customer service related to a broad range of health issues;</li> <li>• Participates in public health call center activity by responding to calls and ensuring appropriate referrals;</li> <li>• Performs all required documentation including utilizing electronic databases;</li> <li>• Performs other duties, as assigned, including support to other program areas not involved in the COVID-19 response, if and when required;</li> <li>• Contribute to team and agency effectiveness.</li> </ul>			

**Specific knowledge, skills, abilities**

- Advanced interpersonal, oral and written communication skills;
- Ability to work in a rapidly changing environment and adhere to dynamic procedures and work flows;
- Basic level knowledge of infection prevention and control standards;
- Intermediate skill in critical thinking, analysis and creative problem-solving;
- Intermediate time management and organization skills including priority setting;
- Intermediate skills in Microsoft Word, Excel, and PowerPoint and the ability to demonstrate the technological skills to support work with the program communication, information systems and databases required to support program delivery;
- Able to work independently within established parameters and to function effectively as a member of a team;
- Intermediate customer service skills.

**Education**

- 3 Year College Diploma or equivalent in the following health sciences fields of study:  
Respiratory Therapy, Advanced Care Paramedic, Dental Hygiene, Massage Therapy, Occupational Therapy Assistant, Physiotherapy Assistant, Pharmacy Technician, Biotechnology – Health, Acupuncture  
  
OR
- 2 Year College Diploma in the following health or human sciences fields of study:  
Developmental Service Worker, Social Service Worker, Paramedic, Veterinarian Technician

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

- Previous experience in COVID-19 response.

**Deadline: 4:00 pm, MONDAY, MAY 03, 2021**

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 # **21-22** 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.

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.*