

**Internal / External
21-28**

Position:	PROGRAM MANAGER		Number of Positions:	1
Classification:	CASUAL	MANAGEMENT	FTE:	1.0 = 35 HOURS PER WEEK
Department:	CLINICAL SERVICE		Program:	COVID-19 IMMUNIZATION
Location:	BARRIE		Anticipated Date of Hire:	MAY 25, 2021
Salary Range	\$61.89 – \$69.38 HOURLY		Position Duration	Anticipated to last up to DECEMBER 31, 2021, which may be subject to an extension if required
			Posting Date:	MAY 11, 2021
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 Program Manager will be joining the immunization management team to support the COVID-19 Immunization program. Immunization program managers provide oversight and leadership for clinic operations, regional immunization program planning as well as fostering partnerships with various community partners supporting the COVID-19 immunization program. The Program Manager provides leadership in directing and participating in the development, implementation and evaluation of the immunization program.

Responsibilities include management of Program staff and Program resources including budget input/ monitoring/reporting; management of assigned regional area.

This position acts as a representative of the Simcoe Muskoka District Health Unit at the local, regional, provincial and national level.

Responsibilities:

Oversee and manage program staff and program resources, to meet ongoing and changing needs of the Department and Agency;

Manage Program Area, including annual Operational Plan, Program standards/ development/ monitoring/reporting;

Ensure staff meet professional standards, including staff coaching & development, and encourage and initiate improvements in services/processes, including timely implementation and dealing with issues as they arise;

Contribute to overall agency management, promotion and development;

Contribute to team and agency effectiveness.

Specific knowledge, skills, abilities:

- Advanced understanding of relevant legislation, protocols and standards;
- Advanced knowledge and experience with the application of population health and health promotion; principles including advanced skills and experience in program planning, implementation and evaluation;
- Advanced leadership skills including team building and creative problem-solving, and proven resource and program management skills;
- Advanced critical thinking skills, diplomacy and political astuteness;
- Advanced ability to model, support and serve as a mentor for skills development with assigned staff;
- Advanced ability to work collaboratively with all health unit staff, managers and community partners;
- Advanced interpersonal communication skills including negotiation, collaboration, facilitation, consultative and conflict management skills;
- Advanced oral communications skills and demonstrated experience in presenting information to individuals and groups for the purpose of setting priorities, accessing resources, defining policy and procedure and influencing program or agency direction;
- Advanced written communications skills and demonstrated experience creating project proposals, research articles, technical documents and correspondence to communicate to professional audiences, policy makers, and general public;
- Advanced time management and organizational skills, results-oriented, and ability to meet deadlines;
- Intermediate ability to analyze and interpret health status data, research and trends;
- Intermediate skills in Microsoft Word, Excel, PowerPoint and Outlook;
- Intermediate understanding of the application of technology to support program delivery;
- 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.

Education:

Baccalaureate Degree (4 year) with preparation in public health, or equivalent as determined by the Department Vice President. Enrollment in or completion of master's degree in public health, Health Care, or related field preferred.

Related Experience:

- 5-7 years' experience in public health, or related field, with leadership responsibilities.

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

- Prior management experience;
- Knowledge and experience working in immunization clinics.

Deadline: 4:00 pm, TUESDAY, MAY 18, 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 PROGRAM MANAGER position description.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **21-28** 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 #21-28 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 # 21-28 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.