

**Internal  / External   
21-47**

<b>Position:</b>		<b>PUBLIC HEALTH INSPECTOR COORDINATOR</b>	<b>Number of Positions:</b>	<b>1</b>
<b>Classification:</b>	FULL-TIME	NON-UNION	<b>FTE:</b>	1.0 = 35 HOURS PER WEEK
<b>Department:</b>	CLINICAL SERVICE		<b>Program:</b>	INFECTIOUS DISEASES
<b>Location:</b>	BARRIE		<b>Anticipated Date of Hire:</b>	NOVEMBER 1, 2021
<b>Salary Range</b>	\$46.77 - \$52.38 HOURLY		<b>Posting Date:</b>	OCTOBER 6, 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>            The Public Health Inspector (PHI) Coordinator acts as a content knowledge expert, consultant, coordinator, and program evaluator for the Infectious Diseases (ID) Team, primarily supporting the Inspection portfolio. This includes coordinating and monitoring for compliance regulatory standards as outlined in Part 111 of the Health Protection and Promotion Act (HPPA) and the Ontario Public Health Standards. The ID PHI Coordinator will: provide direction, assign work and monitor work of front-line inspection staff and conduct program reviews, incorporating the agency’s performance management framework into evaluation and identifying areas of quality improvements, leads and consults with health unit staff, including senior management, related to urgent issues of public health significance (e.g. large-scale outbreaks, IPAC lapses) on an as needed basis. In addition, the ID PHI Coordinator is required to be a Hedgehog 5 database administrator and lead/coordinate the administration and continuous quality improvement processes for the Hedgehog 5 program.</p> <p>The ID PHI Coordinator will provide support to front-line public health inspectors representing the Agency in legal proceedings including reviewing provincial offences charges, HPPA orders, case briefs and evidence in legal proceedings. In addition, the ID PHI Coordinator will lead the preparation of inspection-related briefing notes, media releases, PSAs and other public communications as required.</p> <p>See Public Health Inspector – Coordinator position description for further details of the role.</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>				

**Specific knowledge, skills, abilities:**

- Advanced knowledge of all legislation, standards and the judicial process related to environmental and public health;
- Advanced knowledge of scientific and technical aspects related to environmental health issues;
- Advanced knowledge of health promotion theory and principles;
- Advanced knowledge and experience in risk assessment, risk management and risk communication
- Advanced decision-making skills;
- Advanced knowledge of infection prevention and control strategies;
- 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, and iPHIS;
- 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:**

- Previous experience in infection prevention and control programming, in a public health setting,
- Certified in Infection Prevention & Control (CIC©) by the certification board of Infection Control & Epidemiology, Inc.;
- Previous experience as a Hedgehog 5 Administrator;
- Previous experience in a leadership role re: public health inspection (e.g. senior PHI, team lead, coordinator)
- Regular membership with the Canadian Institute of Public Health Inspectors (CIPHI).

**Deadline: 4:00 pm, WEDNESDAY, OCTOBER 13, 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.*

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 # **21-47** 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 #21-47 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 # 21-47 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.**

Full COVID-19 vaccination is an essential requirement of the job. Full vaccination is defined as having received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization (e.g., two doses of a two-dose vaccine series, or one dose of a single-dose vaccine series) and having received the final dose of the COVID-19 vaccine at least 14 days ago. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

*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.*