

**Internal / External
22-85**

Position:	REGISTERED PRACTICAL NURSE		Number of Positions:	1
Classification:	CASUAL	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	CLINICAL SERVICE		Program:	COVID-19 IMMUNIZATION
Location:	GRAVENHURST		Anticipated Date of Hire:	JANUARY 3, 2023
Salary Range:	\$37.27 – 41.74 HOURLY		Position Duration:	ANTICIPATED TO LAST UP TO DECEMBER 29, 2023, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED
			Posting Date:	NOVEMBER 9, 2022
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 Registered Practical Nurse in the COVID-19 Immunization Program is an integral team member who will be responsible for planning, coordinating and implementing COVID-19 vaccination clinics and services in various locations in the community. The RPN works with casual registered nurses and registered practical nurses during COVID-19 vaccination clinics.

The RPN may be assigned to other duties as required to further support the COVID-19 program and team members.

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

Responsibilities:

- Assessing all eligible persons for understanding the benefits and risks of receiving vaccine;
- Assessing the health status of all eligible persons to receive the vaccine;
- Provide COVID-19 immunization in clinic settings including public health offices, community clinics
- Maintenance and storage of vaccine according to Ministry guidelines;
- Travel throughout Simcoe Muskoka;
- Available to work alternate work schedule for clinics, possibly including weekends and evenings. Must have flexibility in scheduling to allow for coverage of shifts with minimal notice
- Maintains professional standards in daily work.

Specific knowledge, skills, abilities:

- Understanding of the role of public health in vaccine programs;
- Knowledge and understanding of vaccines;
- Skill in administering and handling of vaccines;
- Commitment to teamwork with colleagues and community partners;
- Excellent verbal and written communication skills;
- Computer skills: data entry level proficiency
- Demonstrated ability to function independently within established parameters and to function effectively as a member of a team.
- 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.
- Knowledge of storage and handling of vaccines as determined by the Ontario Public Health Standards and related to protocol;
- Demonstrate diplomacy and political astuteness.

Education:

- Registered 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, which is renewed annually.
- Current certification in CPR Level C and First Aid Training.

Related Experience:

- 1-3 year's relevant experience in nursing.
- Minimum 1 year experience with administering medications, including administering I.M injections.

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

- Previous Immunization Experience
- Previous public health experience working in COVID-19 Response or Immunization program
- Previous Panorama or COVAX experience

Deadline: 4:00 pm, WEDNESDAY, NOVEMBER 16, 2022

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 referencing posting # **22-85** 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 #**22-85** 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 # **22-85** 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.

Up to date COVID-19 vaccination is an essential requirement of the job. An individual is "up to date" on their vaccinations if they have received all doses recommended by the Ontario Ministry of Health in their primary series of COVID-19 vaccine, including relevant booster doses based on established eligibility criteria 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.