

**Internal / External
23-01**

Position:	TOBACCO ENFORCEMENT OFFICER		Number of Positions:	1
Classification:	FULL-TIME	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	ENVIRONMENTAL HEALTH		Program:	SMOKE-FREE
Location:	BARRIE		Anticipated Date of Hire:	JANUARY 30, 2023
Salary Range:	\$40.53 – 45.39 HOURLY		Posting Date:	JANUARY 4, 2023
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:

To fulfill the protection component of the Ministry of Health’s Smoke-Free Ontario strategy through implementation and enforcement of provincial acts and municipal tobacco control legislation within assigned areas of the Simcoe Muskoka District Health Unit jurisdiction. Additional responsibilities include providing information, education, training and other health promotion activities to support smoke-free and vape-free communities. As an integral member of a multi-disciplinary team, the Tobacco Enforcement Officer performs their work based on principles of health promotion and disease prevention. Services provided by this position are defined in the Ministry of Health’s Tobacco, Vapour and Smoke Protocol, 2019, the Ontario Public Health Standards and provincial regulations and guidelines related to the Smoke-Free Ontario Act, 2017.

See Tobacco Enforcement Officer position description for further details of the Tobacco Enforcement Officer Role.

Responsibilities:

- Implement and enforce provincial Smoke-Free Ontario Act, 2017;
- Participates in recruitment, training, and supervising test shoppers;
- Responds to Requests for Service;
- Responsibility for emerging and new products combined with ongoing legislative and regulatory updates;
- Contribute to team and agency effectiveness.

Specific knowledge, skills, abilities:

- Advanced knowledge of legislation and standards related to federal and provincial tobacco control and municipal smoke-free bylaws and the Provincial Offences Act;
- Intermediate knowledge of principles and practices of law enforcement;
- Intermediate investigative and observational skills, analytical, decision making and conflict resolution skills;
- Intermediate experience in courtroom procedures and knowledge of judicial process;
- Intermediate oral and written communication skills;
- Intermediate negotiation and collaboration skills;
- Intermediate work and time management skills, flexibility and priority setting skills;

- Intermediate skills in Microsoft Office Word, Excel, Outlook; database searching;
- Basic understanding of health protection, promotion and disease prevention principles and strategies, including prevention and cessation aspects of the SFO Strategy;
- Basic understanding and experience conducting educational/training sessions;
- 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:

- College Diploma in Law Enforcement (Two Year program), or a Health-related Program, from a recognized College.

Related Experience:

- 3-5 year's relevant experience in law enforcement.

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

- Foundations training for Tobacco Enforcement Officers (MOHLTC)

Deadline: 4:00 pm, TUESDAY, JANUARY 17, 2023

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 **Tobacco Enforcement Officer** position description.

For both internal SMDHU applicants and external applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #23-01 in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position. The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- How your experience meets the experience requirements listed.
- How your experience meets each of the minimum requirements of the job listed.
- How your education and/or experience meet each of the qualifications listed which are considered assets in this competition

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.