

Internal ☒ / External ☒
23-42

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| Position: | REGISTERED PRACTICAL NURSE | | Number of Positions: | 1 |
| Classification: | TEMPORARY | NON-UNION | FTE: | 0.8 = 28 HOURS PER WEEK |
| Department: | CLINICAL SERVICE | | Program: | IMMUNIZATION |
| Location: | COOKSTOWN | | Anticipated Date of Hire: | JULY 10, 2023 |
| Salary Range: | \$37.27 – 41.74 HOURLY | | Position Duration: | ANTICIPATED TO LAST UP TO JANUARY 3, 2025, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED |
| | | | Posting Date: | MAY 31, 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:

Collection and assessment of the immunization histories of children throughout the County of Simcoe and District of Muskoka, provide immunization services through clinics in various locations and provide information to parents and health care providers about childhood vaccines and schedules through various technologies. In addition, the RPN is responsible for implementation of the school immunization program at school clinics offering Hepatitis B vaccine, Meningococcal vaccine, and Human Papillomavirus vaccines to Grade 7 students. Each school is currently visited 2 times from September to June of each year. The RPN works with casual registered nurses and registered practical nurses during the school clinics.

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

Responsibilities:

- Plan, organize and coordinate data collection efforts to support program planning.
- Conduct Immunization record review.
- Provide immunization in various clinic settings; public health office, clinic, school clinics and community clinics.
- Conduct inspection of any facility that stores & handles publicly funded vaccine.
- Contribute to team and agency effectiveness.

Specific knowledge, skills, abilities:

- Strong oral and written communication skills.
- Ability to demonstrate conflict management and negotiation skills.
- Ability to provide public education to individuals and groups.
- Demonstrated organizational and time management skills.
- Advanced knowledge of all publicly funded vaccines including details of the product in terms of risk of disease, VS benefit of vaccine.
- Knowledge of proper storage and handling of vaccines.

- Basic skills in Microsoft Word, Outlook, Excel.
- 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.

Education:

- Nursing Assistant or Practical Nursing Diploma (two-year program) from a community college AND Administration of Medications Certificate.
- Current RPN certification of registration with the College of Nurses of Ontario.
- Current certification in CPR level C.

Related Experience:

- 1-3 year's relevant experience.

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

- Previous public health experience working in the Immunization Program.
- Previous Panorama and/or M-imms experience.
- Knowledge and experience with vaccines administration and immunization schedule.

Deadline: 4:00 pm, TUESDAY, JUNE 06, 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 **Registered Practical Nurse** 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 **#23-42** 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.
- Specific examples of how your experience meets the experience requirements listed.
- Specific examples of how your experience meets each of the minimum requirements of the job listed.
- Specific examples of how your education and/or experience meet each of the preferred assets listed in this competition.

Applicants who fail to satisfactorily provide all of the detailed 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 as you would have missed the application deadline.

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.