

**Internal  / External   
24-15**

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| <b>Position:</b>   | <b>ACTING PROGRAM MANAGER</b>  |            | <b>Number of Positions:</b>         | <b>1</b>  |
| <b>Classification:</b>   | TEMPORARY  | MANAGEMENT | <b>FTE:</b>                         | 1.0 = 35 HOURS PER WEEK   |
| <b>Department:</b>   | PROGRAM FOUNDATIONS & FINANCE  |            | <b>Program:</b>                     | HEALTH EQUITY, HEALTH PROMOTION & COMMUNICATIONS  |
| <b>Location:</b>   | BARRIE   |            | <b>Anticipated Date of Hire:</b>    | MAY 6, 2024   |
| <b>Salary Range:</b>   | \$66.33 – \$74.35 HOURLY   |            | <b>Position Duration:</b>           | ANTICIPATED TO LAST UP TO NOVEMBER 29, 2024, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED |
|  |  |            | <b>Posting Date:</b>                | APRIL 3, 2024   |
| <b>Criminal Record Check:</b>  | Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |            | <b>Vulnerable Sector Screening:</b> | Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO                  |
| <b>Purpose of Position:</b>  |  |            |                                     |   |
| <p>Reporting to the Vice President, Program Foundations and Finance (PFF), provides leadership and coordination in the development and implementation of agency strategy that encompasses the requirements described in the OPHS Health Equity Foundational Standard.</p> <p>The Health Equity, Health Promotion &amp; Communications (HEHP&amp;C), Program Manager, provides leadership and coordination of health promotion and policy development strategies at the agency level across all mandated programs as described in the OPHS including the agency efforts required to address the factors that create inequities in overall health and improve the quality of life for populations at risk of poor health outcomes.</p> <p>Leads and facilitates agency activities that enhances SMDHUs capacity to build and further develop relationships with local Indigenous communities and organizations.</p> <p>Ensures leadership and coordination in public relations, media relations and communications strategies for the agency both internally and externally and fosters innovation in the agency’s approach to communications and knowledge translation.</p> |  |            |                                     |   |
| <b>Responsibilities:</b>   |  |            |                                     |   |
| <p>For a complete overview of the HEHP&amp;C Program Manager responsibilities please view our <a href="#">HEHP&amp;C Program Manager position addendum</a> and the <a href="#">Program Manager position description</a> on the career section of our website.</p>  |  |            |                                     |   |

**Specific knowledge, skills, abilities:**

- Demonstrated knowledge and experience in project management competencies;
- Demonstrated knowledge and experience in best practices, methodologies, processes and tools for the purpose of health promotion planning and implementation including community assessment;
- Demonstrated knowledge and experience in contracting and negotiations, work planning, training, supervision and coordination of staff and budgeting;
- Demonstrated knowledge in Health Equity and advanced understanding of how health inequities impact individuals, groups and populations.
- Demonstrated knowledge of health promotion theories and strategies and their application;
- Demonstrated knowledge of and experience in public health practice and population health;
- Demonstrated knowledge and expertise in planning comprehensive, multi-faceted health promotion campaigns;
- Demonstrated knowledge of the factors impacting organizations in building relationships with Indigenous communities and groups including trust, mutual respect, understanding and reciprocity,
- Demonstrated knowledge and experience in health promotion theories and strategies and their application; program planning, implementation, evaluation; health communication, community mobilization, community development, social media, advocacy and policy development, and health education; healthy public policy development and analysis of the development of program plans and logic models; and
- Understanding of the principles, theories and best practices in knowledge management and knowledge translation.

**Education:**

- Baccalaureate Degree (4 year) with preparation in public health, or equivalent as determined by the Department Vice President.

**Related Experience:**

- 5-7 years' experience in public health, or equivalent, with leadership responsibilities with a minimum of 3 of those years practicing as a leader and consultant in the area of health promotion including media relations for a public health agency. Prior management experience preferred.

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

- Masters Degree in health promotion, health sciences or related field.

**Deadline: 4:00 pm, THURSDAY, APRIL 11, 2024**

If interested in applying for this position, please forward your completed application to Human Resources at [hr@smdhu.org](mailto:hr@smdhu.org) referencing posting #24-15 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, as per the SMDHU COVID -19 Vaccination Policy, 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 additional doses based on established eligibility criteria. 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.*