

**Internal ☒ / External ☒**  
**25-47**

<b>Position:</b>	<b>REGISTERED PRACTICAL NURSE</b>		<b>Number of Positions:</b>	<b>1</b>
<b>Classification:</b>	CASUAL	NON-UNION	<b>FTE:</b>	CASUALLY AS REQUIRED
<b>Department:</b>	CLINICAL SERVICE		<b>Program:</b>	IMMUNIZATION
<b>Location:</b>	COLLINGWOOD		<b>Anticipated Date of Hire:</b>	SEPTEMBER 8, 2025
<b>Salary Range:</b>	\$39.74 – \$44.51 HOURLY		<b>Position Duration:</b>	ANTICIPATED TO LAST UP TO JUNE 26, 2026, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED
			<b>Posting Date:</b>	MAY 14, 2025
<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

### Purpose of Position:

The purpose of this position is to provide support on a casual basis to the school immunization program. Nurses are scheduled on an as needed basis to work as nurse immunizers in school clinics. In the school immunization program, Hepatitis B vaccine, Meningococcal vaccine and Human Papillomavirus vaccine are offered to Grade 7 students (and to catch up on Grade 8 students). Each school is visited twice between October and June of each year.

### 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 immunizations in a variety of clinic settings including schools;
- Maintenance and storage of vaccine according to Ministry guidelines;
- Travel throughout Simcoe and Muskoka;
- Maintains professional standards in daily work; and
- 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 and be available at least 2 days a week on average.

### Specific knowledge, skills, abilities:

- Understanding of the role of public health in vaccine programs;
- Thorough knowledge and understanding of vaccines, particularly Hepatitis B, Meningococcal, Human Papilloma virus;
- Demonstrated skill in administering and handling of vaccines;
- Commitment to teamwork with colleagues and community partners;
- Proficient verbal and written communication skills;

- Basic computer skills: data entry level proficiency;
- Demonstrated ability to function independently;
- Knowledge of storage and handling of vaccines as determined by the Ontario Public Health Standards and related to protocol;
- Demonstrate diplomacy and political astuteness; and
- 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.

**Education:**

- Nursing Assistant or 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.

**Related Experience:**

- 1-3 year's relevant experience in nursing. Minimum 1 year experience with administering medications, including administering intramuscular and subcutaneous injections.

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

- Recent and relevant experience in Public Health working in Immunization Program;
- Recent and relevant experience in M-Imms;
- Recent and relevant experience in Panorama;
- Ability to adequately converse in French.

**Deadline: 4:00 pm, WEDNESDAY, JUNE 4, 2025**

**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](mailto:hr@smdhu.org) referencing posting **#25-47** 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.**

*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.*