

Internal ☒ / External ☐
26-02

Position:	PUBLIC HEALTH NURSE		Number of Positions:	1
Classification:	PART-TIME	ONA	FTE:	0.8 = 28 HOURS PER WEEK
Existing Vacancy	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
Department:	CLINICAL SERVICES		Program:	IMMUNIZATION
Location:	COLLINGWOOD		Anticipated Date of Hire:	MARCH 9, 2026
Salary Range:	\$ 45.37 - \$54.14 HOURLY		Posting Date:	JANUARY 21, 2026
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

Position Overview:

The Public Health Nurse (PHN) in the Immunization Program will be an integral team member who will assume a leadership role and provide service in various settings to several Health Care Providers (HCP), clients and the community with a health promotion focus.

The PHN will provide service delivery by responding to HCP on phone lines, respond to reports of adverse events following immunization, respond to cold chain events, and assess storage and handling of vaccines by HCP. The PHN also supports the public clinics offered to our communities in various Health Unit clinics.

The PHN assumes a leadership role and focus on health promotion aspects of immunization such as media, website, presentations, and request for service.

See Public Health Nurse position description for further details of the public health nurse role.

Minimum Requirements of the Job Include:

- Baccalaureate Degree in Nursing (4 Year).
- Certificate of Registration as a Registered Nurse with the College of Nurses of Ontario, which is renewed annually.
- Current CPR level C.
- 1 – 3 years experience in nursing.
- Demonstrated skills in Microsoft Word, Excel, PowerPoint and Outlook and the ability to demonstrate the technological skills to support work with the program communication, information systems and databases required to support program delivery;
- Demonstrated oral and written communication skills to present information in various formats relevant to the audience;
- Demonstrated knowledge of growth and development throughout the life span;
- Demonstrated knowledge of the etiology of communicable disease, and outbreak measures;
- Demonstrated knowledge and application of epidemiological principles in using strategies such as screening, surveillance, immunization, communicable disease response and education;
- Demonstrated ability to critically assess and interpret health status data, trends in nursing and health-related research, and apply best-practice knowledge to planning and implementation of program initiatives in a variety of settings and client;

- Demonstrated skill in providing health teaching, counselling and clinical nursing care as appropriate in a variety of settings;
- Demonstrated ability to incorporate principles of telepractice related to a broad range of health issues;
- Demonstrated skill in critical thinking, analysis and creative problem-solving;
- Demonstrated time management and organizational skills including priority setting; and
- Demonstrated skill in collaboration, negotiation and problem-solving.

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

- Recent and relevant experience working as a Public Health Nurse in the Immunization Program;
- Recent and relevant experience in Panorama, M-Imms, and COVAX-ON; and
- Recent and relevant experience with vaccine storage and handling.

Deadline: 4:00 pm, TUESDAY, FEBRUARY 03, 2026

This is an internal 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 **Public Health 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 **#26-02** 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 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.

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.