

Internal / External
26-05

Position:	ENVIRONMENTAL HEALTH SUMMER STUDENT		Number of Positions:	2
Classification:	STUDENT	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Existing Vacancy	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
Department:	ENVIRONMENTAL HEALTH		Program:	GENERAL
Location:	BARRIE		Anticipated Date of Hire:	MAY 11, 2026
Salary Range:	\$21.20 – \$22.20 HOURLY		Position Duration:	ANTICIPATED TO LAST UP TO SEPTEMBER 4, 2026, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED
			Posting Date:	FEBRUARY 11, 2026
Criminal Record Check:	Required <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Purpose of Position:

The Simcoe Muskoka District Health Unit (SMDHU) is a public health agency providing services to approximately 500,000 residents in Simcoe Muskoka. Located approximately one hour north of Toronto, in Central Ontario, the region offers beautiful beaches and excellent recreational activities, including hiking and cycling trails, golfing and camping. In addition, we offer an accredited health unit with a reputation as an innovative and dynamic agency committed to professional development.

The Environmental Health Student position is designed for post-secondary students enrolled in a Canadian Institute of Public Health Inspectors (CIPHI) accredited environmental health program who are pursuing a career in public health inspection. This role provides structured, hands-on experience within the Environmental Health Department, with a primary focus on the Rabies Prevention & Control Program and the Environmental Health Response Line (EHRL).

Through supervised, applied learning, the Environmental Health Summer Student develops foundational competencies in risk assessment, investigation support, client communication, documentation, and inter-program coordination. The position offers progressive exposure to environmental health programs, operational practices, and professional standards that support future practicum readiness and certification as a Public Health Inspector.

Responsibilities:

Successful candidates will be working within a team implementing various aspects of the Rabies Prevention & Control Program, Environmental Health Response Line (EHRL), and supporting program activities within the Environmental Health Department SMDHU. The student(s) may be responsible for:

Rabies Prevention & Control Program

- Support rabies investigations through coordinated collection, packaging, and submission of animal specimens for laboratory testing;
- Assist with risk assessment activities, consultations, follow-up, and documentation related to potential rabies exposures;
- Coordinate delivery and pick-up of rabies-related supplies and post-exposure prophylaxis to hospitals, clinics, physician offices, and veterinary partners;
- Monitor, maintain, and organize program inventory, including vaccines, specimen packaging, and educational materials;
- Accurately collect, enter, and manage data to support investigation tracking and program reporting.

Environmental Health Response Line (EHRL)

- Respond to environmental health inquiries and reports in a professional, courteous, and customer-focused manner;
- Conduct initial intake screening and triage to identify urgency, risk level, and appropriate Environmental Health program or Public Health Inspector follow-up;
- Provide clear and accurate information to callers regarding environmental health processes, requirements, and next steps;
- Document inquiries, complaints, and risk details to support inspection, investigation, and enforcement activities;
- Identify situations requiring escalation and follow established protocols to ensure timely response.

Professional Development & Departmental Support

- Participate in special projects, quality improvement initiatives, and service enhancements related to Environmental Health operations;
- Support additional Environmental Health Department programs and activities as required;
- Perform other related duties as assigned.

Specific knowledge, skills, abilities:

- Valid Class G driver's license and access to reliable vehicle as travel is required throughout Simcoe County and the District of Muskoka;
- Demonstrated strong verbal and written communications skills;
- Strong computer skills with demonstrated competency using Microsoft Office (Microsoft Word, Excel, Microsoft Teams, Outlook);
- Demonstrated ability to work independently and within a team environment;
- Demonstrated strong interpersonal skills, diplomacy and political astuteness;
- Strong organizational and time management skills;
- Strong risk assessment and investigation skills;
- Experience with conflict resolution.

Education:

- Currently enrolled in a Canadian Institute of Public Health Inspectors (CIPHI) approved environmental health program.
- Minimum entering year 2 of a post-secondary program.

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

- Current student membership with the Canadian Institute of Public Health Inspectors (CIPHI).
- Previous related experience with Environmental Health programs.
- Familiarity with Simcoe Muskoka area.

Deadline: 4:00 pm, WEDNESDAY, FEBRUARY 25, 2026

Applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #26-05 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.