

**Internal  / External   
26-26**

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| <b>Position:</b>              | <b>PROGRAM MANAGER</b>   |            | <b>Number of Positions:</b>         | <b>1</b>   |
| <b>Classification:</b>        | FULL-TIME  | MANAGEMENT | <b>FTE:</b>                         | 1.0 = 35 HOURS PER WEEK  |
| <b>Existing Vacancy</b>       | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO          |            |                                     |  |
| <b>Department:</b>            | COMMUNITY AND FAMILY HEALTH  |            | <b>Program:</b>                     | SCHOOL HEALTH  |
| <b>Location:</b>              | BARRIE   |            | <b>Anticipated Date of Hire:</b>    | JUNE 1, 2026   |
| <b>Salary Range:</b>          | \$67.66 – \$75.84 HOURLY   |            | <b>Posting Date</b>                 | APRIL 29, 2026   |
| <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 Program Manager is an integral member of the health unit's agency management team, the Community and Family Health department management team, and the School Health program team.

The Program Manager provides vision and leadership in directing and participating in the development, implementation and evaluation of the School Health program, and actively contributes to the achievement of agency and departmental goals. They foster development of knowledge, skills, attitudes, and innovations which support excellence in the delivery of public health programs in the Community and Family Health department, including the School Health program.

Responsibilities include management of program staff (including Public Health Nurses and a Program Assistant), management of program resources including budget input/monitoring/reporting; management of the School Health program including creation and oversight of implementation of the annual operational plan, Annual Service Plan, and program standards as found within the Ontario Public Health Standards (2025 working draft) Comprehensive Health Promotion Standard, the Comprehensive Health Promotion Protocol (2025 working draft) and the Child Visual Health and Vision Screening Protocol (2025 working draft); ongoing staff development and program improvement; and leading the preparation of School Health related briefing notes, media releases, and other public communications as required.

The Program Manager for the School Health program is responsible for oversight of school board partnerships, policies and agreements, strategic liaison supports to local school boards and to internal SMDHU programs, implementation of comprehensive school health, mental health promotion and resilience in the school setting, physical health promotion in the school years, child and youth health status data, child visual health promotion and vision screening as applicable, and chairing the agency School Services Collaboration Committee.

This position acts as a representative of the Simcoe Muskoka District Health Unit at the local, regional, provincial and national levels.

See Program Manager position description for further details.

**Responsibilities:**

Oversee and manage program staff and program resources, to meet ongoing and changing needs of the Department and Agency;

Manage Program Area, including annual Operational Plan, Annual Service Plan, Program standards/development/monitoring/reporting;

Ensure staff meet professional standards, including staff coaching & development, and encourage and initiate Continuous Quality Improvement (CQI) in all areas of School Health program services/processes, including timely implementation and dealing with issues as they arise;

Contribute to overall agency management, promotion and development;

Contribute to team and agency effectiveness.

**Specific knowledge, skills, abilities:**

- Demonstrated understanding of relevant legislation, protocols and standards;
- Demonstrated knowledge and experience with the application of population health and health promotion principles including advanced skills and experience in program planning, implementation and evaluation;
- Demonstrated leadership skills including team building and creative problem-solving, and proven resource and program management skills;
- Demonstrated critical thinking skills, diplomacy and political astuteness;
- Demonstrated ability to model, support and serve as a mentor for skills development with assigned staff;
- Demonstrated ability to work collaboratively with all health unit staff, managers and community partners;
- Demonstrated interpersonal communication skills including negotiation, collaboration, facilitation, consultative and conflict management skills;
- Demonstrated oral communications skills and demonstrated experience in presenting information to individuals and groups for the purpose of setting priorities, accessing resources, defining policy and procedure and influencing program or agency direction;
- Demonstrated written communications skills and demonstrated experience creating project proposals, research articles, technical documents and correspondence to communicate to professional audiences, policy makers, and general public;
- Demonstrated time management and organizational skills, results-oriented, and ability to meet deadlines; and,
- Demonstrated ability to analyze and interpret health status data, research and trends.

**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 related field, with leadership responsibilities.

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

- Prior management experience;
- Completion of Master's degree in public health, Health Care, or related field;
- Knowledge and experience working with Public Health Program initiatives.

**Deadline: 4:00 pm, TUESDAY, MAY 05, 2026**

**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 **Program Manager** 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 **#26-26** 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.*