

**Internal / External
26-30**

Position:	PROGRAM MANAGER		Number of Positions:	2
Classification:	FULL-TIME	MANAGEMENT	FTE:	1.0 = 35 HOURS PER WEEK
Existing Vacancy:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
Department:	CLINICAL SERVICE		Program:	INFECTIOUS DISEASES
Location:	BARRIE		Anticipated Date of Hire:	JUNE 22, 2026
Salary Range:	\$67.66 - \$75.84 HOURLY		Posting Date:	MAY 20, 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

Purpose of Position:

The Program Manager is an integral member of the health unit's agency management team, the Clinical Services Department management team, and the Infectious Diseases Program team.

The Program Manager provides vision and leadership in directing and participating in the development, implementation and evaluation of the Infectious Diseases 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 Clinical Services department, including the Infectious Diseases Program.

The Infectious Diseases Program is currently centered in providing infectious disease and infection prevention and control support to individuals and community settings including acute care, long-term care and retirement home settings, as well as providing case and contact management and outbreak management of diseases of Public Health significance as outlined in the Ontario Public Health Standards and Protocols. This position is responsible for providing leadership within the program and agency related to infectious disease emergency response incidents. The program managers may receive occasional consultation requests from Infectious Diseases program staff working on call during evenings and weekends.

Responsibilities include management of Infectious Diseases Program staff; management of program resources including budget input/monitoring/reporting; management of assigned program areas 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 and Protocols; and ongoing staff development, training and program improvement; supporting the preparation of Infectious Diseases related briefing notes, media releases, and other public communications as required.

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

See Program Manager position description for further details.

Responsibilities:

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

Manage Program Area, including annual Operational Planning, Program Standards, Evaluation and Reporting;

Ensure staff meet professional standards and customer service goals, through staff coaching & development, and encourage and initiate Continuous Quality Improvement (CQI) in all areas of dental care services, including timely implementation and effectively managing multiple, complex 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 public health legislation, protocols and professional 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 the general public;
- Demonstrated time management and organizational skills, results-oriented, and ability to meet deadlines;
- Demonstrated ability to analyze and interpret health status data, research and trends;
- 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:

Baccalaureate Degree (4 year) with preparation in nursing and certificate of registration as a Registered Nurse with the College of Nurses of Ontario (CON), which is renewed annually and is in good standing with the CON. Enrollment in or completion of master's degree in public health, health care, or related field preferred.

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:

- Recent acceptable knowledge and experience with infectious disease programming in public health.
- Prior management experience
- Certified in Infection Prevention & Control (CIC©) by the certification board of Infection Control & Epidemiology.

- Enrollment in or completion of a master's degree in public health, healthcare, or related field.

Deadline: 4:00 pm, TUESDAY, MAY 26, 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 referencing posting **#26-30** 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.