

Internal ☒ / External ☒
23-47

Position:	ACTING VICE PRESIDENT		Number of Positions:	1
Classification:	TEMPORARY	MANAGEMENT	FTE:	1.0 = 35 HOURS PER WEEK
Department:	CLINICAL SERVICE		Program:	INFECTIOUS DISEASES, IMMUNIZATION, ORAL HEALTH, VISION SCREENING, AND SEXUAL HEALTH
Location:	BARRIE		Anticipated Date of Hire:	SEPTEMBER 1, 2023
Salary Range:	\$85.59 – 95.93 HOURLY		Position Duration:	ANTICIPATED TO LAST UP TO MARCH 2024, WHICH MAY BE SUBJECT TO AN EXTENSION AS REQUIRED. MAY ALSO TRANSITION TO A FULL-TIME POSITION.
			Posting Date:	JUNE 28, 2023
Criminal Record Check:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<p>*Although this position is temporary, it is anticipated that it may transition to a full-time position. Accordingly, at the discretion of the Medical Officer of Health, the successful incumbent may be appointed to the position on a full-time basis without reposting.</p>				
<p>Purpose of Position: The Acting Vice-President (VP) Clinical Services will report to the CEO/MOH and is responsible for the strategic direction, leadership, management and overall performance of the Clinical Service Department in accordance with the Health Unit's mission and strategic plan. The Acting VP is responsible for the management, direction, planning, delivery, monitoring, and evaluation of department programs, congruent with professional standards, labour relations requirements, relevant legislation including the Health Protection and Promotion Act, prescribed Regulations and the Ontario Public Health Standards for the following programs: Oral Health, Infectious Disease, Vision Screening, Sexual Health and Immunization. The Acting VP participates as a member of the Executive Committee in the formulation and implementation of policy and strategic priorities for the Health Unit; represents the Health Unit with peers and community groups, agencies, institutions, and professional bodies: and assumes a leadership role in emergency response.</p>				
<p>Responsibilities: For a complete overview of the Acting VP of Clinical Service Department Agency, Material/Financial Resources, Supervision of Staff, Contributes to Executive Committee and Agency Effectiveness responsibilities please view our VP of Clinical Service Position Description on the careers section of our website.</p>				

Specific knowledge, skills, abilities:

- Demonstrated in-depth knowledge and skills in public health administration, human resource management, financial management, leadership ability and evidence of initiatives contributing to the development of public health.
- Thorough knowledge of theories and principles of public health, including epidemiology, community health planning, health promotion and education and program evaluation
- Specialized knowledge in the areas within the department including Immunization, Infectious Diseases, Sexual Health, Vision Screening, Oral Health including both the child screening and preventative programs as well as publicly funded dental services for children, adults and seniors.
- Knowledge of relevant Federal and Provincial legislation, municipal by-laws
- Knowledge of professional standards of practice for all public health disciplines represented in the department.
- Excellent communication, facilitation, negotiation and public relations skills.
- Leadership skills necessary to develop inter-departmental programming and plans.
- Proven leadership, team building and human relations skills in order to direct, develop, motivate and support multidisciplinary staff.
- Ability to prepare and supervise the preparation of reports and letters on behalf of the Medical Officer of Health and the Board of Health. Write and supervise the drafting of reports, policy and procedure manuals, proposals, support for projects, memos, letters and other documents, for release to staff, community groups and individuals.
- Demonstrated ability to present issues, discuss, consider and recommend services and agency priorities in light of the political environment and resource constraints within Executive Committee and with the Board of Health.
- Ability to oversee extensive literature reviews, monitor legislation, news media and journals and make personal enquiries on many diverse topics to obtain current information.
- Priority setting ability that considers a wide range of variables within a dynamic situation
- Is knowledgeable and skilled in the direction of program development strategies including the following: risk assessment and management, enforcement, research and development, policy development and advocacy, social marketing, community development, screening, assessment and counselling, health education, support groups and collaborative programs with multiple community partners.
- Possess a valid driver's licence and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit area.

Education:

The minimum mandatory education requirement is the completion of a Master's Degree in Public Health, Health Care, or related field as determined by the Medical Officer of Health and a Baccalaureate Degree in Nursing as well as current registration with the College of Nurses of Ontario.

Required Experience:

A minimum of 10 years of progressive management experience including at least 5 years of recent and directly relevant clinical service experience in public health at the managerial level.

Deadline: 4:00 pm, WEDNESDAY, JULY 12, 2023

For further details: refer to the [Vice President – Clinical Service Department](#) position description **on our website at www.simcoemuskokahealth.org**.

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 **#23-47** 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.

Up to date COVID-19 vaccination is an essential requirement of the job. An individual is "up to date" on their vaccinations if they have received all doses recommended by the Ontario Ministry of Health in their primary series of COVID-19 vaccine, including relevant booster doses based on established eligibility criteria and having received the final dose of the COVID-19 vaccine at least 14 days ago. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

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.