



Vacancy

Program Manager, Environmental Health

Effective Immediately

Regular, Full-Time (1.0 Full Time Equivalents (FTE), 35 hours per week)

Wage: \$55.28 - \$63.71 per hour

Posting ID: 24-1007-IE

1. Summary of Duties:

Reporting to the Director, Public Health Programs and Chief Nursing Officer and as a member of a multi-disciplinary management team, the Manager is responsible for the effective leadership, management and supervision of their assigned staff and related service delivery in accordance with Peterborough Public Health's mission, vision, values, strategic priorities, policies and procedures of the Board of Health. The Manager is responsible for planning, organizing, directing, and evaluating the delivery of all assigned programs. As a member of the management team, the Manager contributes to excellence in the leadership of the organization and collaborates with other members of management in the planning and decision processes aimed at enhancing the delivery of public health services. The Manager ensures the programs operate in accordance with all legislated requirements, governing policies and procedures, and collective agreements.

2. Minimum Qualifications and Position Requirements:

Education:

- Undergraduate degree in inspection.
- Graduate degree in a health, human service, management or discipline directly applicable to the practice of public health; or demonstrated equivalent experience in combination with a four-year bachelor's degree in Inspection.

Experience:

- A minimum of five years' experience in programming or service delivery in a relevant functional area, preferably in public health.
- People management responsibilities.

Knowledge/Skills:

Demonstrated strong knowledge and effective practical application and practice of:

- public health ethics;
- continuous quality improvement;
- risk management;
- application of culturally relevant and appropriate approaches; and
- strategies to achieve more equitable health outcomes.

Demonstrated ongoing effective working knowledge and application of expertise, skills, and abilities with significant responsibilities related, but not limited to:

- leadership, program management, supervisory and team-building skills that reflect the organization's values;
- applying initiative, tact, diplomacy, and appropriate professional judgement in work related and work impacted engagements;
- interpersonal, written and oral communication, facilitation, presentations problem-solving, and conflict resolution;
- leading and encouraging innovation;
- critical thinking related to financial management and reporting;
- identifying and fostering collaborative working relationships within the organization and with external community partners;

- supporting and facilitating a culture of on-going professional practice improvement, including documentation and implementation of best-practice guidelines;
- supporting student placements and development of preceptors;
- providing leadership and support related to professional practice issues, education, research and professional development opportunities;
- working effectively within a multidisciplinary team;
- adapt to new, different, and/or changing requirements;
- prioritization and organization of workload within an ongoing dynamic work environment;
- application of evidence informed decision-making and effective public health practices;
- interpretation and application of regional/local/provincial standards and relevant legislation, research, or other relevant information;
- ability to work and function well within a multi-union environment; and
- application of relevant software programs (including, but not limited to, spreadsheets, databases, electronic medical records, Microsoft Office programs and internet).

Other:

- Ability to respond promptly 24/7 for public health emergencies.
- Drafts and issues orders under the HPPA
- Ongoing access to reliable, efficient and effective transportation throughout the work day as travel to multiple sites in a single day is required to areas that may be inaccessible by public transportation. May be required to carpool with others and be responsible for providing transportation in such circumstances.
- Maintain up-to-date immunization according to the Ontario Publicly-Funded Immunization Schedule and/or the most recent edition of the Canadian Immunization Guide and the National Advisory Committee on Immunization as per the Peterborough Public Health policy, including being fully vaccinated with a COVID-19 vaccine series.
- TB skin testing is required at the onset of employment and may be required as part of routine TB surveillance or follow-up of potential exposures.

3. Preferred Qualifications:

Demonstrated strong knowledge and effective practical application and practice of:

- the Ontario Public Health Standards especially with respect to food safety, recreational water, the Smoke Free Ontario Act, and health hazards prevention and management;
- working knowledge and experience in infectious diseases including infection prevention and control, reporting requirements, relevant protocols and applicable legislation;
- Indigenous cultural awareness/safety training;
- Certificate in Infection Control; and
- flexible availability during and outside regular business hours.

As a condition of employment, the successful candidate will be required to provide a Criminal Reference Check including the Vulnerable Sector Check and will be required to comply with Peterborough Public Health's immunization policies.

4. How to Apply:

- Apply in writing via email to: careers@peterboroughpublichealth.ca
- Include your name, the position classification, and the posting ID in the email subject line:
 - Example: "Jane Smith, Public Health Inspector, 24-4001-IE"
- Attach **a single file** (doc, docx, or pdf) including your cover letter and resume, which addresses the qualifications noted above.

5. Additional information:

Peterborough Public Health is committed to meeting the needs of persons with disabilities under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) Standards. Accommodation will be provided throughout the recruitment process at the applicant's request. Please note that only applicants to be given further consideration will be contacted for an interview.

Applications to be received no later than: Friday, January 24th 2025 at 4:30pm