



Vacancy

Position Title:	Manager (1)
Current Program:	Community Health
Position Available:	Immediately
Position Category:	Temporary, Full-Time (1.0 Full Time Equivalent (FTE), 35 hours per week) *up to 18 months
Reports To:	Director, Community Health
Union:	Legacy PPH – Non-Union
Wage:	\$40.54 - \$50.56 per hour
Posting ID:	25-1020-A
Home Office:	May be based in Peterborough, Lindsay or Port Hope office

1. Summary of Duties:

Reporting to the Director, Community Health 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 Legacy 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:

- Honours degree in Health Sciences

Experience:

- A minimum of five years' experience in programming or service delivery in a relevant functional area, preferably in public health/community health setting;
- People management responsibilities./leading teams and providing functional guidance; and
- Program coordination and/or project management.

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;
- 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; and
- 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:

- Graduate degree in a health, human service, management or other discipline directly applicable to the practice of Public Health;

Haliburton Office
 191 Highland Street, Unit 301
 Haliburton, ON, K0M 1S0
 1-866-888-4577

Lindsay Office
 108 Angeline Street South
 Lindsay, ON, K9V 3L5
 1-866-888-4577

Peterborough Office
 185 King Street
 Peterborough, ON, K9J 2R8
 705-743-1000

Port Hope Office
 200 Rose Glen Road
 Port Hope, ON, L1A 3V5
 1-866-888-4577

- Formal Leadership training; and
- Demonstrated strong knowledge and effective practical application and practice of:
 - The Ontario Public Health Standards especially with respect to the Chronic Disease and Well-being, Healthy Growth and Development, Substance Use and Injury Prevention and Comprehensive School Health Standards;
 - Working with community partners to develop policies and programs that promote health equity;
 - Indigenous cultural awareness/safety; 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 Legacy Peterborough Public Health’s immunization policies.

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.

Haliburton Kawartha Northumberland Peterborough Health Unit 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 request of the applicant.

The Health Unit requires all employees to provide proof of vaccination of a COVID-19 vaccine series or a valid medical exemption. Candidates selected for an interview will be asked to provide their official documentation.

Please note that only applicants to be given further consideration will be contacted for an interview.

Posting ID: 25-1020-A

Applications to be received no later than:

Thursday, May 15, 2025, at 4:30 pm

Haliburton Office
191 Highland Street, Unit 301
Haliburton, ON, K0M 1S0
1-866-888-4577

Lindsay Office
108 Angeline Street South
Lindsay, ON, K9V 3L5
1-866-888-4577

Peterborough Office
185 King Street
Peterborough, ON, K9J 2R8
705-743-1000

Port Hope Office
200 Rose Glen Road
Port Hope, ON, L1A 3V5
1-866-888-4577