

## JOB POSTING #2021/051

### POSITION:

Program Manager – Healthy Schools - Management/Non-Union

### HOURS OF WORK:

Permanent – Full-Time - 35 Hours Per Week (1.00 FTE)

### EFFECTIVE:

December 13, 2021

### LOCATION:

Main Office – North Bay **or** Branch Office – Parry Sound

### ADDITIONAL INFO:

Vacant Position

### POSITION SUMMARY:

Reporting to the Executive Director, Community Services, and as a member of a multi-disciplinary management team, the Program Manager, Healthy Schools is responsible for the effective leadership, management and supervision of their assigned staff and related service delivery in accordance that is consistent with the mission, vision, values, objectives, policies and standards of the Board of Health. The Program Manager is responsible for planning, organizing, directing, and evaluating the delivery of the service. As a member of the management team, the Program Manager contributes to the excellence in the leadership of the organization and participates with other members of management in the planning and decision processes aimed at enhancing the delivery of services provided. The Program Manager ensures the areas within their portfolio operate in accordance with all legislated requirements, governing policies and procedures, and collective agreements.

### QUALIFICATIONS:

#### Education, Experience, Knowledge, Skills & Abilities:

- Masters Degree in Health, Social Services, Education, Nursing or Social Work or related discipline
- Minimum of 5 years experience in a public health setting
- Minimum of 3 years of progressive experience at a managerial level including supervisory skills and labour relations
- Competencies in public health sciences, assessment and analysis, policy and program planning and evaluation, partnership & collaboration, communication, socio-cultural, and leadership and systems approaches
- Knowledge of epidemiological and statistical methods, applied research, and current related best practices
- Knowledge of Freedom of Information Act
- Knowledge of internal and external Communications Principles
- Demonstrated leadership competencies as per [LEADS Capabilities Framework](#)
- Understanding of acts and regulations relating to supervision of Health Unit programs (e.g. Health Promotion and Protection Act, Employment Standards Act, Occupational Health & Safety Act)
- Understanding and knowledge of employment practices as it relates to employee and labour relations
- Understanding and experience applying the relevant "[Ontario Public Health Standards](#)": Requirements for Programs, Services and Accountability", Protocols and Guidelines

- Knowledge and understanding of [Core Competencies for Public Health in Canada](#) (Public Health Sciences, Assessment and Analysis, Policy and Program Planning, Implementation and Evaluation, Diversity and Inclusiveness, and Communication)
- Excellent communication skills (oral and written)
- Excellent interpersonal skills
- Demonstrated effective problem solving, conflict resolution, negotiation and mediation skills
- Flexibility to respond to varied and shared tasks associated with team functioning
- Ability to set priorities, complete work, meet deadlines, and make decisions
- Ability to work under pressure
- Effective organizational skills
- Shows discretion and appropriately handles confidential information
- Good persuasion and influencing skills
- Proficiency with Microsoft Windows Applications, data management software, and the internet
- Ability to participate effectively in a multi-disciplinary team and across organizational boundaries
- Ability to research and prepare proposals and briefs
- Demonstrated commitment to continuous learning and quality improvement
- Ability to work flex hours, attend out of town meetings and evening meetings as required with access to reliable transportation

As a condition of employment, the successful candidate will be required to provide a Criminal Reference Check including the Vulnerable Sector Check: recent, within four (4) months at their expense and will be required to comply with the Health Unit's immunization policies, which requires vaccination against COVID-19 and Influenza unless valid medical exemption is provided. Please refer to the individual [policies](#) for specific requirements and processes. Applicants requiring accessibility accommodation for the interview are asked to make such requests only when contacted for an interview.

**ANNUAL SALARY:**

Minimum \$88,340 to Maximum \$103, 929 (salary will commensurate with experience)

The Health Unit is committed to supporting the incumbent in participating in relevant professional development opportunities

**CLOSING DATE:**

Monday, October 25, 2021 at 4:00 p.m.

**APPLICATION PROCESS:**

If you wish to be considered for this position, please forward your resume, cover letter and proof of education and certifications required for this position to the attention of:

Wendy Moore, Human Resources Coordinator  
 Attention: Job Posting #2021/051  
 North Bay Parry Sound District Health Unit, 345 Oak Street West, North Bay, ON P1B 2T2 or  
 Email: [human.resources@healthunit.ca](mailto:human.resources@healthunit.ca)

We thank all applicants for their interest, however only those applicants selected for an interview will be contacted.

**Once posting is closed, please refer to website for status of job posting**

*The Health Unit is an Equal Opportunity Employer*