

Department: Health

Division: Healthy Schools & Communities

Position: Supervisor, COVID-19 Vaccine Operations

At the Region of Halton, we treat everyone with respect, honesty, fairness and trust. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve.

NOTE:

There are four (4) temporary full time positions working 35 hours per week, up to December 31, 2022.

Halton Region serves more than 595,000 residents throughout Burlington, Halton Hills, Milton and Oakville. We are committed to delivering high quality programs and services that make Halton a great place to live and work.

Joining Halton Region opens the door to a fulfilling career. Our comprehensive compensation, great benefits and employee recognition program are a few reasons why we are one of the GTA's Top Employers.

We engage great people who contribute to meaningful work that makes a positive difference in our community. As an employee, you will be part of a progressive, service focused and award winning employer with a diverse and inclusive work environment. At Halton, you are encouraged to grow and succeed in your career and are recognized for your accomplishments and contributions.

Purpose:

Reporting to the Manager, COVID-19 Vaccine Operations this position will provide leadership, supervision and support to team including Public Health Nurses, other Public Health and Health Care Professionals and Program Assistants as required for COVID-19 Vaccine Operations. The team is responsible for supporting the planning and implementation of COVID-19 Vaccine rollout including mass immunization clinics and other immunization clinics/programs.

Preferred Background:

The successful candidate will possess a Bachelor of Science in Nursing degree and membership with the College of Nurses of Ontario in good standing. A minimum of three (3) years' experience in a public health environment and a minimum of two (2) years supervisory experience is preferred. A Master's degree in health, administration, or other relevant area is preferred. An equivalent amount of education and experience will be considered.

This role requires:

- Strong knowledge of public health, determinants of health and the legislation and mandates governing public health, Immunization, and the Health Care Consent Act
- Recent experience in the delivery of clinical services, including community immunization campaigns and vaccine management.
- Recent experience in vaccine preventable diseases, immunization services, immunization records management and vaccine distribution and inventory management
- Experience in conducting practice audits and clinical supervision
- Knowledge and experience in the provision of Immunization services and in a rapidly changing and fast paced environment is required.
- Knowledge and skill in project management, change management and stakeholder engagement
- Knowledge and understanding of the standards of practice for Registered Nurses/Registered Practical Nurses
- Demonstrated strong written and verbal communication skills
- Exceptional interpersonal skills with demonstrated ability to lead, coach, influence and motivate staff with political acuity

Employment Conditions:

The successful candidate will be made an offer of employment on condition that the Regional Municipality of Halton receives a current (obtained within the past six (6) months), original and acceptable Criminal Record Check, including a Vulnerable Sector Screen by the first day of employment.

In support of the Region's commitment to a healthy and safe workplace and community, the Region has a vaccination requirement for all employees.

The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and able to provide proof of vaccination. Fully vaccinated is defined as having received the completed series of an accepted COVID-19 vaccine, as recommended by the Office of the Chief Medical Officer of Health and having received the final dose at least 14 days before your employment start date.

The candidate will be asked to provide the Region with proof of full vaccination, prior to their employment start date. Acceptable proof is a Ministry of Health Dose Administration Receipt (or such other proof of vaccination that the Province of Ontario sanctions). This can be obtained through the Provincial portal <https://covid19.ontariohealth.ca/>

The requirement to be fully vaccinated is subject to the Ontario Human Rights Code. If the candidate is unable to vaccinate for a reason protected by the Code, a request for accommodation can be requested and written proof satisfactory to the Region will be required.

Working Conditions:

Flexibility in working hours is required. Weekends and evenings may be required. Periodic travel within Halton and Ontario is required and incumbent must supply their own transportation.

Duties:

- Provide supervision, support, and performance management to staff to support achievement of COVID-19 Vaccine operational goals.
- Participate in the development, implementation, and evaluation of services to address service issues.
- Develop and implement necessary policies, procedures, protocols incorporating evidence-informed practices.
- Oversee quality assurance regarding team performance and professional practice.
- Provide consultation for staff members in relation to safe clinical practices and implementation of COVID-19 Vaccine services.
- Participate on divisional, departmental, corporate and community committees as required.
- Manage staff in both a unionized and non-unionized environment.
- Provide weekend and evening coverage as required.
- Perform other duties as assigned.

Posted: Jan 11, 2022
Posting Expires: Jan 26, 2022
Posting #: H-021-22

Apply Online at: [Halton Job Postings](#)

Important Information:

- We appreciate all applications however only those selected to advance in the selection process will be contacted. Candidates will be contacted by email and/or phone. Please check your email and voicemail regularly.
- We are committed to providing accommodation throughout the selection process. If you require accommodation please notify us and we will work with you to meet your needs.

NOTE: Personal information collected through the job application process will only be used for the purpose of determining qualifications for employment.