

JOB POSTING #2025/027

POSITION:

Bilingual Public Health Nurse – Vaccine Preventable Diseases Program - ONA

HOURS OF WORK:

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

EFFECTIVE:

October 6, 2025, to October 2, 2026 (subject to change)

LOCATION:

Main Office – North Bay

ADDITIONAL INFO:

Leave of Absence

POSITION SUMMARY:

Working as a member of the Vaccine Preventable Diseases Team (VPD), the incumbent will assist with the delivery of the VPD program as per the [Ontario Public Health Standards \(2021\)](#) throughout the area served by the North Bay Parry Sound District Health Unit. Services provided include but are not limited to administering intramuscular, intradermal and subcutaneous injections to clients of all ages, in a variety of settings, population based health promotion activities by offering publicly funded immunizations, supporting health care providers in understanding and offering publicly funded services in their practices, and cold chain support. All work is consistent with the mission, vision, values, strategic priorities, policies, and standards of the Board of Health.

QUALIFICATIONS:

Education, Experience, Knowledge, Skills & Abilities:

- BScN
- Current certificate of competence from the College of Nurses of Ontario
- Current certification in Basic Life Support (HCP)
- Two years recent experience as a Registered Nurse in a clinical setting with demonstrated application of population health and health promotion strategies
- Have initiated or completed a HB vaccination series or proof of immunity
- Be proficient at administering intramuscular and subcutaneous injections to clients of all ages in an empathetic and caring manner
- Understanding of social determinants of health and health inequities
- Knowledge of the Canadian Immunization Guide and other relevant immunization best practice and guidance resources
- An understanding and working knowledge of Federal, Provincial and Municipal legislation, regulations and standards such as the Health Protection and Promotion Act, Freedom of Information and Protection of Privacy Act, Personal Health Information Protection Act (PHIPA), Health Care Consent Act, Immunization of School Pupils Act, Child and Family Services Act, Occupational Health and Safety Act, Canadian Community Health Nursing Standards of Practice and the Ontario Public Health Standards (2021)
- Strong interpersonal, organizational and problem-solving skills

- Fluency in both official languages – **Please Note:** A formal proficiency test will be done to evaluate proficiency level
- Strong clinical documentation skills
- Proficient use of computer technology including the use of Microsoft Office 365 programs (Word, Excel, PowerPoint, Teams), SharePoint, and applicable database applications
- Shows discretion and appropriately handles confidential information
- Committed to providing exceptional client service
- Demonstrated commitment to continuous learning and quality improvement
- Ability to foster a positive work environment and contribute to a healthy organizational culture
- Ability to participate effectively as a member of a team and work collaboratively with multiple disciplines across the organization and in the community
- Ability to provide leadership and guidance to casual staff and program colleagues while working autonomously in the community
- Ability to work within a self-directed team and collaborate with other health unit teams and community partners in program delivery
- Ability to flex work hours as required, including weekends and evenings based on program requirements
- Requires a valid “G” or “G2” Ontario Driver’s Licence and access to a reliable vehicle

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](#). 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.

HOURLY RATE:

BScN/PHN - Minimum \$43.67 to Maximum \$49.13 plus 6% vacation pay, 4.6% public holiday pay and 6% benefits pay

CLOSING DATE:

Thursday, August 14, 2025, at 4:00 p.m.

APPLICATION PROCESS:

If you wish to be considered for this position, please forward your resume, cover letter, proof of education and a copy of competence from the College of Nurses of Ontario required for this position to:

Wendy Moore, Senior Human Resources Coordinator – Talent Management

Attention: Job Posting #2025/027

North Bay Parry Sound District Health Unit, 345 Oak Street West, North Bay, ON P1B 2T2 or

Email: human.resources@healthunit.ca

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

Please Note: If you did not receive a confirmation email that your resume/application has been received, please contact Wendy Moore at wendy.moore@healthunit.ca for confirmation.

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

The Health Unit is an Equal Opportunity Employer

Your lifetime partner in healthy living.
Votre partenaire à vie pour vivre en santé.

myhealthunit.ca

📍 345 Oak Street West,
North Bay, ON P1B 2T2

📞 1-800-563-2808
705-474-1400

📠 705-474-8252

📍 90 Bowes Street, Suite 201,
Parry Sound, ON P2A 2L7

📞 1-800-563-2808
705-746-5801

📠 705-746-2711