

JOB POSTING #2025/028

POSITION:

Program Manager - Oral Health Program - Management/Non-Union

HOURS OF WORK:

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

EFFECTIVE:

As Soon As Possible

LOCATION:

Main Office – North Bay

ADDITIONAL INFO:

Vacant Position

POSITION SUMMARY:

Reporting to the Executive Director, Clinical Services/Chief Nursing Officer and as a member of a multi-disciplinary management team, the Program Manager is responsible for the effective operational leadership of their assigned staff and related service delivery in a way that is consistent with the mission, vision, values, strategic priorities, policies and standards of the Board of Health. The Program Manager is responsible for planning, organizing, directing, and evaluating the delivery of the programs within Oral Health. As a member of the management team, the Program Manager contributes to 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. 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, Leadership or related discipline preferred
- Baccalaureate degree in health sciences
- Current registration with a relevant regulated College in Ontario
- Current certification in Basic Life Support (HCP)
- Minimum of 5 years of experience in a public health setting
- Minimum of 3 years of progressive experience at a managerial level including supervisory skills and labour relations
- Experience in program planning, implementation, monitoring, evaluation, and statistical data management
- Key knowledge and critical thinking skills related to financial management and reporting
- Demonstrated analytical skills sufficient to navigate complex service systems and propose innovative solutions to ambiguous situations
- 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 of the Regulated Health Professionals Act and pursuant experience applying relevant standards of practice, best practice guidelines and scope of practice issues
- 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)
- Demonstrated analytical skills sufficient to navigate complex service systems and propose innovative solutions to ambiguous situations
- Key knowledge and critical thinking skills related to financial management and reporting
- Excellent interpersonal, communication, problem-solving, conflict resolution skills
- Proficient use of computer technology including the use of Microsoft Office 365 programs (Word, PowerPoint, Teams), and SharePoint
- Shows discretion and appropriately handles confidential information
- Committed to providing exceptional client service
- Demonstrated commitment to continuous learning and quality improvement
- Ability to research and prepare proposals and briefs
- Demonstrated commitment to continuous learning and quality improvement
- Ability to support and model values compatible with the organization
- Ability to work flex hours, attend out of town meetings and evening meetings as required
- 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.

ANNUAL SALARY:

Minimum \$93,978 to Maximum \$110,560 (Pay Band 7) (salary will commensurate with experience) plus benefits and participation in the Ontario Municipal Employees Retirement System (OMERS), which is the defined benefit pension plan.

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

CLOSING DATE:

Monday, August 11, 2025, 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 required for this position to the attention of:

Wendy Moore, Senior Human Resources Coordinator – Talent Management

Attention: Job Posting #2025/028

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

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705-474-1400

📠 705-474-8252

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Parry Sound, ON P2A 2L7

📞 1-800-563-2808
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📠 705-746-2711