

JOB POSTING #2025/039

POSITION:

Program Manager – Vaccine Preventable Diseases Program - Management/Non-Union

HOURS OF WORK:

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

EFFECTIVE:

February 16, 2026

LOCATION:

Main Office – North Bay

ADDITIONAL INFO:

Vacant Position

POSITION SUMMARY:

Reporting to the Executive Director, Clinical Services/Chief Nursing Officer and working as a member of a multi-disciplinary management team, the Program Manager is responsible for the effective operational leadership, management and supervision of assigned staff and related service delivery in accordance with the Health Unit's 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 all Immunization Program Standards outlined within the Ontario Public Health Standards. As part of the management team, the Program Manager plays a key role in organizational leadership and works collaboratively with other managers in planning and decision-making to improve public health service delivery. The Program Manager ensures the program complies with all legislative requirements, organizational policies and procedures, and collective agreements.

QUALIFICATIONS:

Education, Experience, Knowledge, Skills & Abilities:

- Masters Degree in Health, Social Services, Leadership, Nursing or related discipline preferred
- Baccalaureate degree in nursing
- Current certificate of registration from the College of Nurses of Ontario
- Current certification in Basic Life Support (HCP)
- Minimum 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
- Experience in program planning, implementation, monitoring, evaluation, and statistical data management
- Understanding and experience applying the relevant [Ontario Public Health Standards](#)
- Understanding and knowledge of employment practices as it relates to employee and labour relations
- Knowledge of applicable privacy practices and laws
- Knowledge and understanding of [Core Competencies for Public Health in Canada](#)
- Key knowledge and critical thinking skills related to financial management and reporting
- Understanding of acts and regulations and their application in relation to management of Health Unit programs (e.g. *Health Promotion and Protection Act, Employment Standards Act, Occupational Health & Safety Act*)

- Understanding of the Regulated Health Professions Act and pursuant experience applying relevant standards of practice, best practice guidelines and scope of practice issues
- Demonstrated analytical skills sufficient to navigate complex service systems and propose innovative solutions to ambiguous situations
- Excellent leadership skills as per [LEADS Capabilities Framework](#)
- Excellent interpersonal, communication, problem-solving, conflict resolution skills
- Intermediate skills in use of computer technology including the use of Microsoft Office 365 programs (Word, PowerPoint, Teams), SharePoint, and applicable database applications
- Shows discretion and appropriately handles confidential information
- Ability to research and prepare proposals and briefs
- Committed to providing exceptional client service
- 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 attend evening meetings as required
- Ability to work flex hours as required (including evening hours/on call) 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: 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) plus benefits and participation in the Ontario Municipal Employees Retirement System (OMERS), which is the defined benefit pension plan (salary will commensurate with experience).

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

CLOSING DATE:

Wednesday, December 17, 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:

Ashley Patey, Human Resources Coordinator – Talent Management

Attention: Job Posting #2025/039

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 Ashley Patey at ashley.patey@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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myhealthunit.ca

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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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