

JOB POSTING #2026/011

POSITION:

Student Public Health Inspector - Environmental Health Program - Management/Non-Union

HOURS OF WORK:

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

EFFECTIVE:

May 25, 2026 to August 21, 2026 (subject to change)

LOCATION:

Main Office – North Bay

ADDITIONAL INFO:

Student Position

POSITION SUMMARY:

Working as a member of the Environmental Health team, under the direction of the Program Manager, the student will gain the practicum required to participate in the certification process. Duties will include food safety; safe water; tobacco control; communicable disease surveillance and investigation (including rabies); health hazard investigation; and other general public health activities as assigned that is consistent with the mission, vision, values, strategic priorities, policies and standards of the Board of Health.

QUALIFICATIONS:

Education, Experience, Knowledge, Skills & Abilities:

- Currently enrolled in an approved Canadian Institute of Public Health Inspectors (CIPHI) Environmental Health program
- Demonstrated knowledge of applicable Legislations and Acts such as: [Health Promotion Protection Act](#), [Ontario Public Health Standards \(2021\)](#), Public Health Regulations, Protocols, Guidelines and Best Practices
- Possess excellent organizational, problem-solving, interpersonal, verbal and written communication skills
- Flexibility to respond to varied and shared tasks associated with team functioning
- Self-motivated and able to complete assigned duties with minimal direction
- Committed to providing exceptional client service

- Proficient use of computer technology including the use of Microsoft Office 365 programs (Word, Excel, PowerPoint, Teams), SharePoint, and applicable database applications
- Ability to work independently and participate effectively in a multi-disciplinary team environment
- Ability to pay attention to detail with a high level of accuracy
- Ability to prepare reports and deliver presentations
- Shows discretion and appropriately handles confidential information
- Demonstrated commitment to continuous learning and quality improvement
- Ability to work flex hours as required
- Ability to wear personal protective equipment 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.

HOURLY RATE:

\$22.53 (plus 4% vacation pay and 4% public holiday pay)

CLOSING DATE:

Thursday, March 19, 2026 at 4:00 p.m.

APPLICATION PROCESS:

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

Wendy Moore, Senior Human Resources Coordinator – Talent Management

Attention: Job Posting #2026/011

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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📠 705-474-8252

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