



Career Opportunity

The Region of Waterloo is currently recruiting for a:
Full Time Director, Health Protection and Investigation

Department: Public Health and Paramedic Services

Division: Health Protection and Investigation

Hours of Work: 35 Hours

Location: 99 Regina Street, Waterloo, ON

Our Story:

Committed to fostering opportunities for current and future generations, the Region of Waterloo is an inclusive, thriving, and sustainable region of connected rural and urban communities with global reach. Our mission is to serve, engage and inspire, by delivering quality services to a diverse population of 630,000+, while creating a healthy, collaborative environment of learning, respect, and innovation.

This is a place where employees are valued and recognized for their talents and contributions to our success. Our employees take pride in making a difference in people's lives through the work that we do. We are looking for people like you to help make it happen.

Our Team:

The Health Protection & Investigation Division provides service to prevent and reduce environmental health risks in our community. Our catchment area includes the three cities, and four townships in the Regional Municipality of Waterloo. We employ 29 public health inspectors, supported by a team of 10 other staff and 4 managers, and conduct approximately 9800 inspections annually. Our team of inspectors, information and planning staff, managers and administrative support staff strive to support local owner/operators/businesses to provide safe services to the public.

Health Protection & Investigation values employees and recognizes that their talents are vital to our own success. Our employees take pride in making a difference and ensuring our residents are safe and that potential health hazards are prevented/managed. We are looking for people like you to help us keep the Region safe.

The Opportunity:

Reporting to the Commissioner and Medical Officer of Health for Public Health & Paramedic Services, this exciting opportunity would be well suited for an enthusiastic, creative and collaborative self-starter who thrives in an environment of innovation and change. If you are driven by the expressed goal to provide an excellent candidate and client experience, you thrive in developing proactive recruitment and outreach strategies

and have a passion for finding best in class talent to support the Region's recruitment needs today and into the future, this opportunity may be for **YOU!**

As **Director of Health Protection, and Investigation** you will direct the planning, evaluation, delivery, and management of divisional programs (e.g., Food Safety, Water Safety, Health Hazards, Communicable Diseases, Vector-borne Diseases, Infection Prevention & Control) through multi-disciplinary teams, per the Ontario Public Health/Standards, prescribed regulations, and legislated standards. You will also direct 24/7 after-hours services for urgent public health issues overseen by your division.

Apply your Knowledge, Skills & Abilities:

- You will directly supervise Managers of Health Protection & Investigation and a Manager of Information & Planning.
- You will indirectly supervise multi-disciplinary unionized staff and direct the placement of staff, students, and volunteers.
- You will direct or oversee strategic planning, operational planning, and program and activity development, implementation, and evaluation for the reduction and prevention of infectious diseases, infection prevention and outbreak control, the optimization of food safety and water safety, the prevention/mitigation of environmental health hazards, vector-borne disease programs, rabies control, and emergency preparedness, per legislation, including health promotion and education, enforcement, advocacy, and research.
- You will ensure the type and scope of programs required locally or by law are developed, implemented and evaluated. You will direct on-call coverage for environmental health issues.
- You will inform the Medical Officer of Health (MOH) and relevant Associate Medical Officer of Health (AMOH) of significant, difficult, and sensitive situations and issues.
- You will direct investigations of major environmental health issues, prepare reports, and make policy recommendations to the Associate Medical Officer of Health/ Medical Officer of Health, Community & Health Services Committee of Council, and Council.
- You will collaborate with departmental senior management to establish long-term strategic directions, prioritize programs, goals, and objectives, and set priorities.
- You will authorize the most complex and sensitive orders under health protection legislation.
- You will act as a media contact on complex issues, provide written and verbal information to same and authorize content of materials, reports, and significant correspondence prior to distribution.
- You will participate in corporate effectiveness and strategic planning processes, collaborate to develop policies and priorities, and provide input into integrated programming across departments.
- You will ensure information systems are maintained for planning, budgeting, implementing, and monitoring programs.
- You will ensure observance of professional discipline, technical, and legal

standards in compliance with relevant colleges, health professions legislation, collective agreements, and other legalities.

- You will develop and update retention schedules.
- You will coordinate the department's emergency response plan and provide leadership for the Emergency Preparedness Standard.
- You will direct and mobilize staff in emergency situations per prescribed role in the plan, ensuring action is taken to minimize health consequences for residents.
- You will direct the long-range fiscal planning and resource allocation for the Division and develop long-range departmental fiscal plans with departmental senior management.
- You will direct the Division budget (\$5.1M), development of funding proposals, and ensure resources are appropriately allocated.
- You will liaise frequently with senior staff of Provincial Ministries, and municipal staff in a variety of fields.
- You will respond to complaints and interpretation of services with the public.
- You will authorize administrative matters by the Medical Officer of Health in their absence.
- You will participate in standby coverage.
- Performs related duties as required.

Apply Your Experience at the Region of Waterloo

- Knowledge and skills in public health protection and promotion, disease prevention, specializing in environmental health, applied epidemiology, public health planning and organization, population-based health planning, research and design methods, multi-cultural health and literacy issues, labour relations, policy and program development, strategic and corporate planning, budget preparation, and program evaluation, normally acquired through a Master's Degree in a related health discipline, plus significant, progressively responsible related public health experience at a managerial level.
- Must be a Certified Public Health Inspector (Canada).
- Knowledge of emergency management within Ontario as it relates to municipal government and issues to mitigate health-related impacts of local emergencies.
- Knowledge and ability to comply with policies, procedures, collective agreements, and relevant legislation, and the regulations, guidelines, and standards of public health inspectors.
- Analytical, problem solving, continuous improvement, and planning skills to implement appropriate actions, make complex decisions regarding program approaches, policies, and the Department's mandate, develop solutions requiring quick responses to handle crisis situations in which the public may be at risk, and advise and direct individuals and groups.
- Leadership, human relations, facilitation, negotiation, public relations, and presentation skills to advance priorities and balance objectives in a political environment.

- Represent the Division and present issues and reports to Council and Committee, provide interpretation of information presented, participate in media briefings, communicate complex matters clearly so they are understandable to varying audiences.
- Direct, develop, motivate, and support staff, and participate as an effective team member.
- Ability to monitor legislation and the news media to keep current on issues, policies, and developments relevant to divisional programming. Read, interpret, and analyze literature and research documents, make inquiries to obtain information to form opinions, and compose correspondence, technical reports, policy and procedure manuals, surveys and questions, media releases, and communication materials.
- Computer skills using software such as Microsoft Office and databases. Knowledge of information systems, internet and mobile technology, and data analysis and their application to environmental health programming and evaluation.
- Ability to participate in an official standby/on-call rotation to respond to legislated or time sensitive demands beyond regularly scheduled work hours.
- Ability to adjust schedule or work additional hours on weekends and evenings to respond to emergencies, or time-sensitive matters, and for public open houses and information sessions.
- Ability to travel within and outside Waterloo Region.
- Ability to support and demonstrate the Region's values.

To apply for this opportunity, please follow the link to our careers page –

<https://bit.ly/3meKOD6>

We thank all applicants in advance; however, we will be corresponding only with those selected for an interview.

The Region of Waterloo is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. At the Region, we respect, encourage, and celebrate our diversity. The Region of Waterloo is committed to providing accommodations throughout the recruitment process. If you require an accommodation, please notify us and we will work with you to meet your needs.

Alternate formats of this document are available upon request. Please contact the Service First Contact Centre at phone number 519-575-4400, or TTY number 519-575-4608 to request an alternate format.