



Job Posting

Coordinator – Environmental Health – Non-Union, Full-Time – Permanent

Posting Details

Posting ID Number:	34
Employment Type:	Permanent
Union	Non-Union
Number of Positions Available	1
Department	Environmental Health
Location	Leamington
Closing Date	May 26, 2025, 4:30pm

Overall Job Responsibility:

Reporting to the Manager(s) of the Environmental Health Department, the Program Coordinator provides assistance with overseeing program delivery, project management and quality assurance. The coordinator will provide support to the Manager to ensure day-to-day activities are implemented in accordance with all applicable WECHU policies, the Ontario Public Health Standards, all Protocols and Guidelines, the Health Protection and Promotion Act and its Regulations and any other pertinent legislation. The coordinator will be responsible to supervise staff, develop reports and program plans, and evaluate processes outcomes and program delivery.

Key areas of Responsibility include but are not limited to:

- Assist management with providing counselling and mentoring to Public Health Inspectors, and act as a resource for program specific enquiries.
- Provide work direction, supervision, and consultation to Public Health Inspectors to ensure accuracy, consistency and adherence to all policies, procedures and legislative standards.
- Evaluate and review program operations to ensure that activities are effective, and evidence based.

- Aid in the development, implementation and maintenance of operational procedures, information systems, administrative documentation, and record control for Environmental Health programs.
- Assist in the preparation, drafting and implementing of new policies and procedures.
- Support the development of environmental health program plans, interventions, and procedures as required.
- Maintain current level of knowledge in technical information related to environmental health.
- Participate on internal and external committees and working groups as required.
- Liaise with community partners and stakeholders to provide information on environmental health issues.
- Respond to inquiries from the public on applicable environmental health program areas.
- Review the accuracy and ensures the timely submission of all inspection reports and daily activity sheets.
- Review educational materials and resources to ensure accuracy and cultural appropriateness.
- Other duties as assigned by the Manager.

Position Qualifications:

Education, Training, & Experience:

- Certificate in Public Health Inspection (Canada); CPHI(C) issued by the Canadian Institute of Public Health Inspectors.
- Bachelor of Applied Science in Environmental Health or equivalent combination of education and experience.
- Maintain membership in good standing with Canadian Institute of Public Health Inspectors.
- Minimum 5-year experience as a Certified Public Health Inspector.

Other Requirements:

- In depth knowledge of Ontario Public Health Standards and applicable protocols.
- Proficiency with current computer applications (Microsoft Office - Word, Excel, PowerPoint, Publisher; Internet; Outlook Calendar).
- Experience with Ministry of Health and Long-term care databases including but not limited to RCAT, LRMA and DWARS.
- Working knowledge with the Hedgehog 5 Ability to work independently and collaboratively within an interdisciplinary team.
- Ability to plan, organize, and prioritize workloads.
- Satisfactory police information search.
- Immunizations and TB screening as per WECHU policies.

- Ability to work weekend, evening work or on call.
- A valid Ontario Driver's Licence, access to a reliable motor vehicle during working hours, as well as 2 million dollars in liability.
- Incumbents must keep up to date on all relevant legislation, collective bargaining agreements, corporate policies etc. ensuring that these are implemented as prescribed.

This position supports the on-going operations of the Windsor-Essex County Health Unit.

The successful candidate must work in compliance with the Occupational Health and Safety Act and all policies and procedures of the Windsor-Essex County Health Unit.

The Windsor-Essex County Health Unit is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Windsor-Essex County Health Unit will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources staff of the nature of any accommodation(s) that you may require.

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Application Process:

Qualified applicants are invited to apply online via www.wechu.org Careers Portal by May 26, 2025 at 4:30pm.

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1005 Ouellette Avenue, Windsor, Ontario N9A 4J8 519-258-2146