



VACANCY

Applications are invited from qualified individuals to fill the following position:

One (1) Permanent Full-Time Supervisor Environmental Services

Salary: \$33.96 (MIN) - \$42.48 (MAX)

NBRHC – North Bay

Reporting to the Manager of Environmental Services, the Supervisor of Environmental Services provides leadership and direction to the Environmental Services staff to facilitate the performance of all duties in accordance with NBRHC policies and procedures.

Responsibilities will include:

- Supervise the daily operations of the department and activities of staff, schedule tasks, and prepare work assignments
- Provide training, orientation, and continuous education in all aspects of housekeeping techniques and cleaning policies and procedures including infection control guidelines
- Supervise the safe handling of waste
- Supervise the procurement and distribution of linen
- Participate in and inform the delivery of performance management
- Provide mentorship and coaching to staff
- Participate in the implementation of a Quality Assurance Program based on best practices
- Participate in creating and updating departmental policies
- Assist with scheduling
- Other duties as assigned

The ideal candidate for this position will have the following qualifications:

- Diploma/degree in a related field from a recognized institution
- Minimum two to five years of leadership or supervisory experience in a Healthcare Environmental Services Environment
- Ontario Healthcare Housekeepers' Association (OHHA) Environmental Services Leadership Program
- Demonstrated working knowledge of Infection Control and related practices and procedures
- Proven knowledge of the Occupational Health and Safety Act and regulations
- Knowledge of Workplace Hazardous Materials Information System (WHMIS)
- Demonstrated working knowledge of PIDAC best practices and relevant CSA standards
- Understanding of and ability to troubleshoot housekeeping equipment
- Proven knowledge of the CUPE Collective Agreement
- Knowledge of bio-hazardous and hazardous waste handling
- Good judgement in priority-setting in fast-paced environment
- Effective team building skills with demonstrated experience and ability in coaching and motivating staff effectively
- Ability to manage multiple tasks/projects, diversified workload and rapidly changing priorities and challenging deadlines
- Excellent computer skills
- Excellent oral and written communication skills
- Good attendance and work record required
- Must be available for shift work
- Demonstrated discretion and maturity when handling confidential information
- Commitment to ensure your safety, the safety of fellow workers, patients, volunteers, and visitors
- Contribute to a culture of safety and prevention of adverse health events in this organization
- Bilingualism (English/French) is an asset

Criminal Reference Check including the Vulnerable Sector Check recent within six (6) months is a requirement

Interested candidates are asked to submit their cover letter and resume to:

careers@nbrhc.on.ca quoting file **NU C-24-34**

The posting will remain open until the positions are filled.

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

THE ORGANIZATION

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute

care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit www.nbrhc.on.ca

THE COMMUNITY

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit www.northbay.ca

NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.

The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.

We are an equal opportunity employer. We thank all applicants for their interest.