

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents.

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following existing vacancy:

Infection Prevention and Control Coordinator (IPAC)

Temporary, Full-Time (approximately 3 months)

Salary: \$43.41- \$54.26 (based on a 35-hour work week)

Work Location: 983 Burnham Street, Cobourg, Ontario.

Reporting to the Administrator of the Golden Plough Lodge, the Infection Prevention and Control (IPAC) Coordinator is responsible for providing oversight and leadership to the Infection, Prevention and Control (IPAC) program for the Long-Term Care Home program; implementing and conducting staff/resident surveillance activities according to the established criteria and evidence based research; managing outbreak investigations and implementing interventions to control the outbreak; performing final epidemiological outbreak analysis by providing consultation to all clinical and non-clinical areas on matters of IPAC; developing, implementing, monitoring and evaluating infection control programs; ensuring infection control measures are in place, including policies/procedures, surveillance education and infection control practices to be compliant with legislation and policy. The IPAC Coordinator will also advise on educational content to be provided to staff at orientation and through ongoing training with a primary focus on clinical practice.

Duties & responsibilities:

- Review and/or develop policies and procedures related to IPAC.
- Ensure compliance with MOHLTC IPAC Standards for long term care homes, based on the *Long-Term Care Homes Act*.
- Develop and provide educational materials and programming, specific to relevant infection prevention and control principles for all staff and residents.
- Conduct infection control risk assessments and preventative measures analyses.
- Design, implement, and analyse IPAC audits for all departments in the home.
- Maintain annual, department wide, education programming.
- Identify, report and manage all outbreaks in the home (including staff and resident outbreaks) and be responsible for the development/revision of the GPL's Outbreak Plan.
- Perform ongoing evaluation of the IPAC program and practices. Regularly review IPAC policies and procedures in the home and revise as needed to reflect current best practices.
- Provide consultation to all departments and collaborate with stakeholders to identify, prevent, and mitigate potential patient safety risks in relation to infection prevention and control.
- Collaborate with Occupational Health and Safety staff to investigate and recommend appropriate actions, and steps, for management of any occurrences where a health care worker has been exposed or potentially exposed to an infectious agent.
- Works in collaboration with occupational health programs and the Joint Health and Safety Committee on relevant issues/programs (eg. workplace health policy, respiratory protection program, sharps injury prevention program, immunizations, etc).
- Chair an interdisciplinary IPAC Committee that will meet quarterly.
- Update and evaluate the program at least annually in accordance with evidence-based

practices and, if there are none, in accordance with prevailing practices.

Qualifications & skills:

- Completion of a Bachelor of Science in Nursing or a Practical Nursing college diploma.
- A Registered Nurse (RN) or Registered Practical Nurse (RPN) in good standing with the College of Nurses of Ontario.
- Minimum of three (3) years' experience in a leadership Nursing role, preferably in a long-term care home setting.
- Certification in Infection Control (CIC), through Infection Prevention and Control (IPAC) Canada, or certification through an accredited Community College or University program recognized by IPAC Canada, or current enrollment on a certified program.
- Knowledge of the *Long-Term Care Homes Act. 79/10 s229*
- Proficiency in Microsoft Office Suite (Word, Outlook, Excel, and PowerPoint) and working knowledge of Point Click Care would be considered an asset.
- Strong teamwork, communication, and interpersonal skills required to collaborate with internal departments as well as external stakeholders and community partners (Public Health, Northumberland Hills Hospital, and the Local Health Integration Network).
- Ability to deal cooperatively and effectively with all levels of staff, unions/employee/client groups and ability to foster cooperative/collaborative working relationships.
- Ability to work outside regular business hours, including evenings, nights and weekends, as required.

As a condition of employment, the successful candidate will be required to submit documented results of TB testing, as per Public Health requirements. The successful candidate will also be required to submit proof of annual CPR recertification.

What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

What We Offer:

- Comprehensive Health Plans: We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- Competitive Compensation: We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- Livable Communities: Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- Learning and Development: Professional development is at the heart of our success, providing opportunities for growth and excellence.
- Retirement Savings: We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- Employee and Family Assistance Plan: Our wellness program includes health support and assistance to ensure your well-being.
- Work-Life Balance: We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

How to Apply:

The successful candidate will be required to submit a satisfactory criminal background check, including a vulnerable sector screen, prior to the commencement of employment.

We thank all applicants for their interest, however, only those selected for an interview will be notified.

When emailing your application, please ensure your cover letter, résumé and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)).

We invite you to submit your application **by 4:30pm on Friday, January 9, 2026, to:**

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.