



Sudbury & District

Health Unit

Service de  
santé publique

The SUDBURY & DISTRICT HEALTH UNIT (SDHU) is a progressive, accredited public health agency committed to excellence. With a head office in the City of Greater Sudbury and four branch offices throughout the Districts of Sudbury and Manitoulin, the SDHU has a staff of over 250 who deliver provincially legislated public health programs and services. The SDHU is governed by an autonomous Board of Health and has strong community and inter-agency partnerships, including the Northern Ontario School of Medicine and Laurentian University. The Health Unit has an enriched public health practice environment that fosters research, ongoing education and the development of innovative programs and services.

We are currently seeking a highly motivated individual to contribute to our organizational mission of working with our communities to promote and protect health and to prevent disease.

**Records Management Specialist**  
**Full-time/Contract: October 2009 to December 2011**

You will lead the implementation of an organization-wide paper and electronic records management system. You have a degree/diploma in records and information management or related field as well as a minimum of five years of relevant experience. Certified Records Manager (CRM) designation is preferred. You have demonstrated knowledge and leadership skills in project management, business functions, records and information management practices, risk management, communications and marketing, and information technology.

Resumés will be accepted until September 2, 2009. For complete details on this exciting opportunity, please visit [www.sdhu.com](http://www.sdhu.com) or call Human Resources at (705) 522-9200, ext. 430 for a copy of the advertisement that is posted on our website. We thank all applicants for their interest; however, we will contact only those selected for an interview.