



The Four Villages
Community Health Centre
Working Together for Whole Health

Registered Practical Nurse Part-time, Permanent (21 hours per week)

Are you looking to work where your excellence will shine, professional standards are highly valued and quality of care is respected? Do you want to practice in a setting where your voice helps shape how health care is provided; where you work at the centre, in the community and in collaboration with other health care services in West Toronto?

The Four Villages Community Health Centre provides primary health care to the communities within its West Toronto in the context of the broader social determinants of health. Our primary care, clinical services and a wide range of health promotion programs are available to all residents with a focus on seniors, families with young children, youth and newcomers. Four Villages has two locations in the west end of Toronto. It is funded by the Ontario Ministry of Health and Long-term Care.

As a member of the inter-professional primary health care team, The Registered Practical Nurse (RPN) provides clinical assistance and support to the clinical team. This is a unionized position.

Key Responsibilities

- ◆ Assist with improving client flow, including:
 - Escort clients to exam rooms
 - Set-up exam rooms for appointments
 - Prepare appropriate instruments for medical procedures
 - Clean and organize exam room after appointments
 - Handle specimens
- ◆ Assist with appointments, perform clinical procedures and tests as ordered by the physician or nurse practitioner, including:
 - Well baby visits, periodic health exams
 - Height/weight/BMI/blood pressure/temperature/pulse
 - Urinalysis and urine pregnancy tests
 - Immunizations and other injections
- ◆ Collect and document client health information
- ◆ Assist with client education
- ◆ Complete clinical administrative tasks as assigned, including:
 - Assist with client recalls, tracking labs and diagnostic results
 - As delegated, communicate with clients and external providers and services regarding client referrals
 - Assist with communication related to medication renewals between clinician, pharmacist and clients
 - Support maintenance of client records
 - Complete and timely documentation of clinical encounters, as appropriate
- ◆ Other duties as assigned

Qualifications:

- Education – Practical Nursing certificate/diploma from a recognized educational institution
- Current registration with the CNO
- Experience in a primary or urgent care setting (primary preferred)

- Demonstrated commitment to and knowledge of community health care; experience working with populations who are marginalized and may have difficulty accessing primary health care;
- Ability to work effectively and independently in an inter-professional team environment; strong team collaboration;
- Superior judgment, tact and diplomacy
- Strong interpersonal and communication skills
- General proficiency with computers and electronic health records
- Ability to speak a second language, relevant to catchment area populations, is an asset

Hours of work: **21 hours per week, with requirement to work some evenings per week**

Salary: Annual salary from \$24,918 to \$30,022.2 (Pro-rated from full-time annual salary of \$41,530 to \$50,037, plus 12 paid vacation days per year and 6 professional development days and excellent medical benefits)

Closing date: July 1, 2019

Interested candidates should e-mail a resume along with a cover letter indicating the position title to: Hiring Committee at jobs@4villages.on.ca. Applications without a cover letter will not be considered.

We thank all the applicants for their interest and advise that only those selected for an interview will be contacted. The Four Villages Community Health Centre is an equal opportunity employer and encourages resumes from people who are reflective of the diverse communities we serve. Reasonable accommodation will be provided in all parts of the hiring process as per resources available to us. If you require any accommodation, please advise Human Resources Generalist. Please note Four Villages is a scent-free environment.