

JOB POSTING

Registered Practical Nurse (RPN) - Primary Health Care
Jane-Trethewey site, permanent, full-time - 35 hours per week
\$48,225 to \$57,128 per annum plus benefits
(salary commensurate on experience & education)

Unison Health and Community Services is a non-profit, community-based organization that serves neighbourhoods in North West Toronto. Operating out of six locations, Unison offers core services that include primary health care, counselling, health promotion, Early Years programs, legal services, harm reduction programs, housing assistance, adult protective services, Pathways to Education™ and a Diabetes Education Program. Unison's mission is working together to deliver accessible and high quality health and community services that are integrated, respond to needs, build on strengths and inspire change.

Unison Health and Community Services is committed to working from an inclusive, pro-choice, sex positive, harm reduction, anti-racist, anti-oppression and participatory framework.

We are seeking a candidate for the position of a Registered Practical Nurse to join the Primary Health Care team based at our Jane-Trethewey site.

Job-Specific Responsibilities:

- Co-ordinate care for clients as delegated
- Perform triage and triage support for Medical Secretary
- Provide support to primary care providers through obtaining vital signs, height and weight, visual screenings, and urine checks for clients prior to their visit with clinician
- Assist with administrative clinical follow-up such as calling clients with test results and requesting follow-up appointments as required
- Reconcile laboratory tests with results requested by primary care providers, and liaise with laboratories if there are errors or delays
- Schedule and administer immunization for clients

- Administer venipuncture, non-immunization related injections, other tests and procedures ordered by primary care providers, e.g. TB skin test, Pap test, urine test, middle ear cleaning, counselling for prenatal genetic test, STI screening
- Coordinate Home and Community Care services for clients, and report communicable diseases to Toronto Public Health
- Monitor and order medical supplies for examination rooms, medical supplies cupboards, procedure room and laboratory
- Monitor and order supplies of vaccines, monitor and ensure vaccine integrity storage and maintenance according to Public Health standards
- Conduct autoclave reprocessing of re-usable equipment, weekly autoclave preventive maintenance, monthly biological testing, and keep maintenance record
- Assist with the maintenance and ordering of medical equipment
- Maintain complete, accurate and timely client records and encounter data, participate in chart and case reviews and support client education
- To lead and monitor infection prevention and control activities of the site
- To participate agency-wide meetings representing the site
- On-site testing for COVID-19
- Other duties as assigned.

Job-Specific Qualifications:

- Registration as a Registered Practical Nurse with the College of Nurses of Ontario
- Demonstrated experience working as a Registered Practical Nurse in a community and/or public health setting
- Demonstrated expertise in medical laboratory procedures
- Thorough knowledge and understanding of medical and laboratory terminology, medical record procedures and charting, universal precautions and other current health and safety hazards
- Demonstrated knowledge and experience in group work and community development
- Demonstrated knowledge of, and sensitivity to, the impact of social, economic, environmental and cultural issues on diverse communities

- Knowledge of issues affecting communities facing barriers to access in an urban environment
- Excellent communication and organizational skills, including computer literacy
- Knowledge of a second (or more) language and culture is an asset
- Excellent interpersonal skills with colleagues, students, community members, volunteers, etc.
- Sensitivity to the impact of social health determinants on a diverse, urban, low-income community
- Experience serving Unison's priority populations (people with mental health and addictions, seniors with complex needs, LGBTTTQ2+, and youth facing barriers)
- Ability to work flexible hours, including one evening per week
- Ability/availability to work some Saturdays.

Interested candidates are asked to email a résumé with covering letter by Friday, January 22, 2021 at 4:00 p.m. to:

Hiring Committee – Registered Practical Nurse, RPN
Unison Health and Community Services

Hirings@unisonhcs.org

Please cite UN_2021_002 in the subject line of the email.

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

Where needed, accommodations for applicants with disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.

Please note that due to the volume of applications, only those applicants selected for interviews will be contacted.