

**Internal / External
23-22**

Position:		HEALTH CONNECTION – REGISTERED PRACTICAL NURSE		Number of Positions:		1	
Classification:	TEMPORARY	NON-UNION	FTE:	0.8 = 28 HOURS PER WEEK			
Department:	PROGRAM FOUNDATIONS & FINANCE		Program:	HEALTH CONNECTION			
Location:	BARRIE		Anticipated Date of Hire:	MARCH 13, 2023			
Salary Range:	\$37.27 - \$41.74 HOURLY		Position Duration:	ANTICIPATED TO LAST UP TO DECEMBER 29, 2023, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED			
			Posting Date:	FEBRUARY 8, 2023			
Criminal Record Check:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
<p>Purpose of Position: The Health Connection - Registered Practical Nurse (HC - RPN) serves as one of the first points of contact for general inquires and requests for Health Connection (HC). The HC - RPN provides care to individuals, families, and groups. The HC - RPN consults and/or refers to the appropriate public health professional or program for those clients with complex needs or requiring additional services.</p> <p>The HC - RPN applies a customer service philosophy to client interactions. Utilizing assessment skills, clinical knowledge and judgement, the HC - RPN determines client needs, provides education and counseling on public health topics and issues tailored to meeting those needs. The HC - RPN is responsible for documenting interactions with clients, and completing Requests for Service (RFS), in accordance with nursing practice standards and agency policy. The HC - RPN contributes to Health Connection Service improvement, and team and agency effectiveness through both independent and collaborative actions.</p> <p>See the Health Connection – Registered Practical Nurse position description for further details of the Health Connection – Registered Practical Nurse role.</p>							
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Provide first contact response to general inquired and requests for Public Health Information and SMDHU programs and services, primarily by telephone. • Book clinic appointments and class registrations. • Documentation of client interactions. • Contribute to Health Connection Service effectiveness. • Contribute to team and agency effectiveness. 							

Specific knowledge, skills, abilities:

- Intermediate skill in applying clinical knowledge to collect health information, ask appropriate questions, and independently assess client needs to provide an appropriate response.
- Intermediate oral and written communication skills, particularly active listening skills to be able to complete telephone health assessments based on audio cues only.
- Intermediate conflict management and negotiation skills.
- Intermediate ability to recognize crisis situations in interactions with clients and to de-escalate challenging interactions.
- Intermediate skills in providing education and counseling to individuals based on assessed needs.
- Intermediate organizational and time management skills.
- Intermediate ability to multi-task including listening and documenting interactions simultaneously.
- Intermediate computer skills.
- Basic knowledge of relevant legislation e.g., Child and Family Services Act, ISPA, HPPA, PHIPPA.
- Basic knowledge of Public Health information, programming and services across a broad range of topics and issues within the mandate of the agency (may include healthy growth and development, immunization, infectious disease, sexual health, oral health, injury prevention, nutrition and physical activity, tobacco use prevention and cessation, and environmental health issues including water safety and health hazards);
- Demonstrates customer service philosophy in interactions with clients.
- Ability to work independently within established parameters and to function effectively as a member of a team.

Education:

- Registered Practical Nursing Diploma (Two Year Program) from a community college.
- Current RPN certificate of registration with the College of Nurses of Ontario which is renewed annually.
- Current CPR Level C.

Related Experience:

- Minimum of 3 – 5 years relevant experience, particularly community nursing experience.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- Oral proficiency in French.
- Previous telenursing experience.
- Brief or minimal contact intervention training for lifestyle counseling.

Deadline: 4:00 pm, TUESDAY, FEBRUARY 14, 2023

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

For further details: refer to the **Health Connection – Registered Practical Nurse** position description.

For both internal SMDHU applicants and external applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #23-22 in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position. The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- How your experience meets the experience requirements listed.
- How your experience meets each of the minimum requirements of the job listed.
- How your education and/or experience meet each of the qualifications listed which are considered assets in this competition

Applicants who fail to satisfactorily provide the information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

Up to date COVID-19 vaccination is an essential requirement of the job. An individual is "up to date" on their vaccinations if they have received all doses recommended by the Ontario Ministry of Health in their primary series of COVID-19 vaccine, including relevant booster doses based on established eligibility criteria and having received the final dose of the COVID-19 vaccine at least 14 days ago. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.