

**CARSWELL CENTRE**

1871 Danforth Ave
Toronto, ON M4C 1J3
Tel: 416-699-7775
Fax: 416-699-7766

COXWELL SITE

#105-840 Coxwell Ave
Toronto, ON M4C 5T2
Tel: 416-469-6464
Fax: 416-469-6164

TAYLOR MASSEY

4 The Market Place
Toronto, ON M4C 5M1
Tel: 647-251-8195
Fax: 1-844-329-6384

Registered Practical Nurse (RPN) Temporary, Full-Time (Maternity Leave)

Title:	Registered Practical Nurse	Employment Term:	Temporary (1 Year)
Reporting to:	SETFHT CEO	Employment Type:	Full-Time (1.0 FTE)
Number of Positions:	1	Location(s):	Hybrid (All 3 Sites)
Hourly Rate:	\$26.52 - \$28.78 per hour	Posting Status:	Open until filled

Benefits

- Optional enrollment in Health & Dental benefits, including AD&D, Long-Term Disability (LTD), and optional Life Insurance or 4% payment in lieu
- Optional enrollment in Healthcare of Ontario Pension Plan (HOOPP) or 4% payment in lieu
- Employee & Family Assistance Program (EFAP)
- Paid time off (vacation, sick, and personal days)
- Professional development time and funding

Company Description

South East Toronto Family Health Team (**SETFHT**) is an academic primary care clinic affiliated with the University of Toronto. Our organization is comprised of a variety of Interdepartmental Healthcare Professionals (**IHPs**) that include: physicians, medical residents, nurse practitioners, registered nurses, dietitians, social workers, psychologists, patient care coordinators, physician assistants and chiropractors, all of whom are assisted by an exceptional administrative and clinical support team.

SETFHT is a partner at the Health Access Taylor Massey (**HATM**) clinic, which is bringing a wave of primary care and interprofessional resources to the Taylor Massey community. SETFHT is also leveraging existing supports and services in the community to improve access to comprehensive primary and social care for its residents.

Position Profile

We are seeking a dedicated and skilled Registered Practical Nurse (**RPN**) to join our team on a temporary, full-time basis to provide maternity leave coverage, with an anticipated duration of approximately one year. The successful candidate will provide high-quality nursing care in accordance with the professional practice standards and requirements set by the College of Nurses of Ontario (**CNO**) and SETFHT policies. The RPN will support all three clinics, including the two SETFHT clinic locations at 840 Coxwell Avenue and 1871 Danforth Avenue, as well as the HATM clinic at 4 The Market Place.

Accountability

The RPN reports and is accountable to SETFHT's Chief Executive Officer (CEO). When a patient's care needs fall outside the RPN's scope of practice, the RPN consults with or refers to an appropriate member of the clinical team.

HEAD OFFICE

4th Floor - 1871 Danforth Avenue Toronto, ON M4C 1J3 T: 416-423-8800 F: 416-423-8803



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Family Health Team

Role & Responsibilities

Through direct nursing care, health promotion, disease prevention, and care coordination, the RPN supports patients and families across SETFHT's clinic sites. The RPN is encouraged to practice to their full scope and works collaboratively with the interprofessional team to provide comprehensive, patient-centred care.

Key responsibilities include:

- Assess patient health needs, provide health education, and respond to inquiries related to disease prevention and health promotion
- Document patient encounters accurately and in a timely manner while maintaining confidentiality
- Administer and document vaccines and allergy injections
- Ensure immunizations are up to date, and educate patients on side effects and benefits
- Review patients' immunization status and provide education about recommended immunization and injections, including their benefits and possible side effects
- Support vaccine inventory management, including monitoring refrigerator temperatures, maintaining inventory, and ordering vaccines and supplies
- Perform clinical procedures within the RPN's scope of practice, including suture removal, skin and wound dressings, tuberculosis (TB) testing, and ear-syringing
- Support infection prevention and control (IPAC) initiatives across clinical sites
- Build and maintain relationships with community organizations to support patient referrals and follow-up care
- Participate in nursing team meetings and share ideas, clinical experiences, and knowledge gained through professional development to support team learning and collaboration
- Perform related duties as assigned, within the RPN's scope of practice

Skills & Qualifications

- Diploma in practical nursing from a recognized college
- At least one year of nursing experience, primary care or community health setting preferred
- Current registration in good standing with the CNO as an RPN
- Experience using electronic medical records (EMR) and clinical documentation systems
- Strong clinical assessment, critical thinking, and decision-making skills
- Experience with pediatric care and/or phlebotomy is an asset

Other Requirements

- Excellent conflict management and resolution skills
- Experience working with people with low incomes and communities with diverse racial, cultural, and linguistic backgrounds, including newcomers
- Commitment to an anti-oppressive, anti-racist, and LGBTQ+ affirming approach to care
- Ability to work effectively within a diverse, interprofessional team
- A high degree of professionalism, ethical conduct, and respect for confidentiality



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Hours of Work

Regular working hours are primarily weekdays between 8:30 a.m. to 4:30 p.m., with the possibility of evening (11:00 AM – 7:00 PM) and weekend shifts, as required

Additional Information

Please note that the South East Toronto Family Health Team does not use artificial intelligence (**AI**) to screen, assess, or select applications for this position. All hiring decisions are made by people.

We thank all applicants for their interest but only those selected for an interview will receive acknowledgement. Please note that a criminal background check will be conducted for this position.

SETFHT supports a respectful and inclusive work environment for everyone and is committed to Anti-Oppression principles. We encourage qualified applicants of all ages, races, colour, ethnic origins, religions, abilities, gender identities and sexual orientations as well as persons with disabilities to apply for this position as it reflects the broad diversity of communities we work with.

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (**AODA**), accommodations will be provided throughout the hiring process upon request.

SETFHT maintains a scent-free environment. All employees, students, volunteers, and visitors are to refrain from wearing fragrances and other scented personal care products (e.g. perfumes, lotions, hairspray, etc.) while on the premises.

Job Contact Information

Human Resources

South East Toronto Family Health Team

E-mail: humanresources@setfht.on.ca

Subject: RPN

