

PQCHC – JOB POSTING

PQCHC is an equal opportunity employer and values diversity in its workforce.

If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.

JOB TITLE:	Registered Nurse - Relief	JOB #:	2019-0010
Status:	Casual, On-call	Hours:	As required
Benefits and eligibility:	4% in lieu vacation, HOOPP pension eligibility	Pay scale:	\$32.798-\$38.586/hour
Application deadline:	Monday, February 11, 2019 at 12:00pm		

PLEASE APPLY DIRECTLY ON OUR WEBSITE TO
www.pqchc.com

Job Summary

Working as a member of a multi-disciplinary team, the Nurse provides primary care and participates in the development, implementation, monitoring and evaluation of programs and services for individuals, families and the community.

Job Specific Responsibilities

1. Direct Client Service

- Provides clinical services to clients, either in the Centre or in the community, taking into account the environmental, social, psychological and medical factors that influence health.
- Sees clients at the Centre with scheduled and urgent appointments, and/or in the community through outreach, clinics and home visits, during regular and extended clinic hours.
- Develops and delivers educational programming or workshops for and/or in consultation with program participants relevant to the program/client issue.
- Performs physical assessments, triage, health education/counseling, history taking and other clinical activities within the scope of their professional licence.
- Performs procedures and treatments in consultation with the physicians and nurse practitioners and other members of the primary health care team as appropriate.
- Establishes working relationships with relevant agencies/services that support client needs.
- Participates in the development, implementation, monitoring and evaluation of treatment, education, counseling and health promotion programs and services for individuals, families and the community.
- Assesses health and social status to determine the need for medical, nursing or other intervention.
- Educates and counsels patients in health promotion and illness prevention.
- Co-ordinates client care and facilitates smooth client flow.
- Maintains awareness of current issues and developments in the respective field.
- Liaises with clients/families and external resources/organizations as required.
- Performs health promotion activities on relevant topics.

2. Administration

- Maintains complete and accurate medical records for all clients. Assists in the collection and analysis of relevant data for administration, planning and evaluation.
- Completes administrative tasks related to overall program functioning as required.
- Helps to maintain the client reference library, and participates in the preparation of new materials for client education.
- Assists in maintaining the program database by entering data, generating reports, supporting analysis, and regular auditing of data integrity.

HUMAN RESOURCES

Pinecrest-Queensway Community Health Centre

1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7

Fax: 613-288-3407 email: hr@pqchc.com (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

- Shares in the ordering, receipt and stocking of adequate medical supplies in the clinic.
- Maintains current licensing with the appropriate regulatory body.
- 3. Teamwork and Collaboration**
- Assists in the development of program specific policies and procedures/guidelines and in the overall planning and development of the program.
- Participates in regular chart audits and reviews and case conferences.
- Maintains effective communication of information among internal and external stakeholders.
- Attends and participates at team and general staff meetings as scheduled.
- Participates in the evaluation component of the relevant program.
- Provides resources and support to program staff pertaining to specific client issues.
- Participates in staff development as appropriate to the position.
- Provides appropriate support and consultation to other primary care staff.

Qualifications

1. Education

- Baccalaureate degree in nursing from a recognized university and a minimum of three years nursing experience, preferably in a community-based setting, OR
- Diploma in nursing from a minimum of five years nursing experience.

2. Professional Experience

- Experience in program development, implementation, monitoring and evaluation.
- Working in a primary health care community-based setting an asset.

3. Key Competencies

- Current certificate of competency from the College of Nurses of Ontario.

4. Linguistic Profile (for Centres with French Language Service Designations)

- Under the Centre's designation to provide French Language Services
- Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill)
 - French (oral expression): A+
 - French (oral comprehension): A+
 - French (reading comprehension): A+
- Other languages an asset.

5. Personal Suitability/Other Requirements

- Bilingual (English/French) essential, other languages an asset.
- Excellent communication and interpersonal skills.
- Proficiency in use of computers and various software applications.
- Ability to work flexible hours including some evenings.