

**Registered Nurse**  
Full Time, Permanent  
Annual Salary \$67,174 - \$74,148

The Registered Nurse (RN), as part of the interdisciplinary team, is responsible for providing primary care functions and participates in the development, implementation, monitoring and evaluation of programs and services developed by the Timmins Academic Family Health Team (TAFHT) for the identified rostered patient population.

**TAFHT is a Community Commitment Program for Nurses (CCPN) approved employer**

**Program Eligibility Allowances:**

- CCPN grant of \$25,000.
- Education grant of \$1,500.
- Northern Top-Up grant of \$10,000.
- Northern Relocation grant of \$10,000.

**Program Eligibility Criteria:**

- Not have been employed as a nurse in Ontario in the six months prior to being hired.
- Hold a Certificate of Registration in good standing from the College of Nurses of Ontario.
- Begin their 2-year commitment between April 1, 2025, and March 31, 2026.
- Commit to two-years of employment at a full-time work schedule offered by the employer.
- Not simultaneously receive funds from the Ministry of Health for the Tuition Support Program for Nurses.
- Not be hired through the Nursing Graduate Guarantee program.
- 2-year commitment required to be eligible incentives and grants.

**Primary Responsibilities**

- Knowledge and proficiency in current, evidenced-based methods and practices of primary care delivery, with an emphasis on health promotion and risk reduction.
- Strong physical assessment skills to support patients during appointments.
- Multi-tasking skills related to the delivery of efficient primary care; including the ability to share information and teach while treating a patient.
- Advocate for patients as warranted and facilitate connections between patients and community support.
- Maintain clinical records and documents, patient assessment findings, goals, treatment plans and interventions in accordance with the TAFHT policies and procedures and as per guidelines established by the College of Nurses.
- Protect patient confidentiality in accordance with legislation, TAFHT policies and standards established by the College of Nurses.
- Exercise reasonable care and caution in protecting confidential and sensitive information related to patients and personnel.
- Ensure adherence to PHIPA and PIPEDA.
- Provide preventative care in alignment with organizational and provincial guidelines
- Collaborate with interdisciplinary team member to coordinate and optimize patient care
- Assess Immunization needs, provide vaccines according to recommended schedules, and ensure safe storage, handling documentation and patient education related to immunization

**Education, Qualification and Skills**

- Current registration, in good standing, as a Registered Nurse with the College of Nurses of Ontario.
- Proficiencies in assessment, navigation, and program development.
- Strong leadership, able to prioritize workload, conduct research, evaluations, time management, problem solving with strong critical thinking, organizational skills, and the ability to work independently and/or in a team.
- Excellent verbal and written communication and interpersonal skills and experience and commitment to working collaboratively with other healthcare professionals.
- Experience in the use of Electronic Medical Record (EMR), preferably Practice Solutions, and Microsoft Word, Excel, Outlook an asset.
- Sound theoretical knowledge.
- Bilingualism French and English communication, spoken and written considered a strong asset.

**Additional Job Requirements**

- Must adhere to all TAFHT Policies and Procedures.
- Must be legally entitled to work in Canada.
- This position is in Timmins, ON, the position requires working in office and on site.

- As a condition of employment, you are required to submit proof of COVID-19 vaccination.
- Ability to travel within the community for work-related purposes using your own vehicle (employer-provided reimbursement for travel expenses).
- Current Ontario Driver's License.

The above responsibilities are not to be considered all inclusive; and may be assigned other related duties in the interest of efficient operations of the Family Health Team.

**Why Join Our Team:**

- Comprehensive Benefits Package - Enjoy health and dental benefits to support your well-being.
- Pension Plan (HOOPP) – Secure your future with the Healthcare of Ontario Pension Plan (HOOPP).
- Generous Vacation Package – Take advantage of a competitive vacation allowance to support work-life balance.
- Paid Time Off – Benefit from illness and personal days, float days, and paid time off between December 25 and January 1<sup>st</sup>.
- Exclusive Perks – Access discounts and special offers through Perkopolis.
- Professional Growth – Be part of a supportive and collaborative team committed to continuous learning and development.
- Meaningful Work – Make a direct impact on patient care and community health while working in a dynamic primary care setting.

This position reports directly to the Clinical Director. The location of this position could be the Administration, Algonquin West, 101 Mall, Algonquin East, Third Avenue site or any other location within Timmins. The employer reserves the right to modify the location/site. This position is a bargaining unit position, represented by OPSEU/SEFPO.

**How to apply:**

Qualified applicants are asked to forward their cover letter and resume to [humanresources@tafht.ca](mailto:humanresources@tafht.ca).

For more information on our team and for a copy of the job description please visit our website at [www.timminsfht.ca](http://www.timminsfht.ca)

We thank all applicants for their interest in TAFHT, however, only those applicants selected for an interview will be contacted.

TAFHT supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates, including women, visible minorities, Indigenous peoples and persons with a disability. Personal information contained in applications will be used solely for recruitment purposes and handled in accordance with applicable privacy legislation.

TAFHT is committed to improving access and opportunities for individuals with disabilities in accordance with the *Accessibility for Ontarians with Disabilities Act*. If you require a specific accommodation during the application, interview or recruitment stage, please contact our office at 705-267-1993, or by email at [humanresources@tafht.ca](mailto:humanresources@tafht.ca) noting *Accessibility Inquiry* in the subject line, for appropriate accommodations to be made.

## REGISTERED NURSE (RN) JOB DESCRIPTION

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**Approved by:** Executive Director

**Effective Date:** May 2007

**Reviewed Date:** September 2024

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### Position Summary

The Registered Nurse (RN) provides primary care and works with the Timmins Academic Family Health Team (TAFHT) to develop, implement, monitor, and evaluate programs and services for our patients. The RN collaborates with an Interprofessional Healthcare Provider (IHP) team to promote health, prevent disease, and manage chronic conditions throughout the patient's life.

### Reporting Relationship

This position reports directly to the Clinical Director.

### DUTIES & RESPONSIBILITIES

#### Assessment

- Review and prioritize client referrals from physicians, labs, and health records.
- Conduct consultations to assess clients' health needs.
- Analyze health assessment findings and review patient records.
- Observe and document patient outcomes.

#### Treatment/Management/Planning

- Develop and discuss personalized care plans with physicians, IHPs, and patients/families based on best practices.
- Provide nursing care, including complementary therapies and counseling for health issues.
- Document care in medical records and arrange follow-up appointments.
- Collaborate on setting goals, objectives, and evaluating individual or group programs.

#### Education/Advisory

- Help patients identify and use health resources.
- Involve patients in their health decisions and encourage proactive health management.
- Initiate and lead health education activities and create/provide learning resources for patients.
- Develop and deliver health education programs for patients and communities.
- Mentor RN students on placement with TAFHT.

#### Referrals/Collaboration

- Work with other healthcare providers to offer comprehensive patient care.
- Refer patients to TAFHT services and community resources as needed.

### Other Responsibilities

- Stay updated on policies and organizational changes.
- Contribute to the efficient functioning of the organization and goal achievement.
- Follow established procedures and prioritize tasks effectively.
- Ensure compliance with PHIPA and other applicable laws and legislation.
- Promote TAFHT services.
- Prepare reports as required and requested.
- Communicate effectively with team members, patients, families, and community partners.
- Knowledge and proficiency in current, evidenced-based methods and practices in primary care.
- Engage in professional development and quality assurance activities.
- Actively participate in meetings, clinical projects, committees, research and special events as needed.
- Demonstrated ability to be open and non-judgmental.
- Perform other associated duties as required.

### CORE COMPETENCIES

- Results-oriented and accountable.
- Strong problem-solving and organizational skills.

- Adaptable and collaborative team player.
- Maintain confidentiality.
- Effective presentation and teaching skills.
- Knowledgeable about primary care practices, health promotion, and disease prevention.
- Proficient in assessment, therapy, and counseling techniques.
- Strong communication and leadership skills.
- Understanding of social determinants of health and primary care settings.
- Ability to manage responsibilities effectively.
- Preferably strong written and spoken communication skills in both official languages.

## **EDUCATION & EXPERIENCE**

- Registered Nurse with current registration, and in good standing, with the College of Nurses of Ontario.
- Member of RNAO.
- Experience in community and/or primary care settings.
- Knowledge of Microsoft Office (Word, Excel, Outlook) and Electronic Medical Records (EMR), preferably PS.
- Valid Ontario Driver's License.

## **WORK ENVIRONMENT**

### **TAFHT – Sites**

TAFHT strives to provide well-lit, well-ventilated clinic areas that are furnished ergonomically. Personal office space may be shared. The environment may vary depending on location. Ergonomics, health and safety will be a priority.

This position may work at multiple sites or be transferred between sites. Due to the collaborative nature of this position, travel may be required between sites. Travel related to this job description will be reimbursed.

### **In Home Visits**

This position may be required to provide primary care within a patient's home. These environments are not assessed beforehand, and it is the responsibility of the employee to assess the environment for health and safety risks. It is policy of the TAFHT that no employee has to work in an environment they feel is detrimental to their health and/or safety.

### **Other Locations**

This position may require you to work at multiple sites or be transferred between sites. Due to the collaborative nature of this position, the employee will be required to attend meetings at other locations. Travel may be required between sites and patient homes. Travel related to this job description will be reimbursed.

### **Equipment Used**

Computer, printer/scanner/fax, photocopier, telephone, AV Equipment including video projection unit, hand-held, assessment tools, various teaching aids.

### **Other Reporting Relationships**

This position collaborates with the TAFHT leadership team, physicians and other TAFHT employees and members to provide efficient, appropriate primary care to TAFHT patients. Collaboration with other community health partners may be required.