



Title: RPN or RN  
Status: Part Time Permanent - Non Union  
Start Date: ASAP

Participation House, Markham is a non-profit organization and is a leader in enhancing the quality of life of individuals with disabilities through a continuum of services designed to reflect individualized approaches, community involvement and a respect for human dignity.

**Role:**

To provide assessment, planning, implementation and evaluation of nursing care. Specialized knowledge, skill and judgement is required to promote the health and well being of residents with their families and within the community independently or in co-operation with other members of the health care team.

**Administration and Documentation:**

- Recommend policies and procedures pertinent to medical and the physical well being of residents to the Nurse Manager.
- Maintain and adhere to standards of nursing practice in a productive and efficient manner.
- Report, document and participate in Resident Case Conferences and other meetings and consultations as required.
- Assume the position of person in charge of Participation House on evening shift, night shift and weekend shifts giving direction to all departments as necessary and informing Executive Director of any serious resident, staff or building concerns during these hours.
- In the absence of the Nurse Manager and the Director of Resident Services, assume the position of person in charge of the Resident Care Program.
- Plan to complete a tour of duty and notify Nurse Manager well in advance of shift duty change.
- In the absence of appropriate supervisor, assume the supervision of Volunteers.
- Recommend to the Nurse Manager the needed in service information to better meet the educational needs of the Resident Care Department.

**Resident Care:**

- Assess, involve, implement and evaluate and alter Resident Care Plans as required using appropriate skills and resources.
- Ensure that medications are delivered to residents precisely and comply with accepted pharmacy, medical and nursing standards and practices.
- Assign duties and provide appropriate support and guidance to the Resident Care Staff, providing physical assistance where required.
- Maintain records of each Resident's condition, reaction to drugs, treatments and significant incidents, for communication of above to supervisor and/or physician.
- Supervise the dining room at meal times ensuring that Resident Care Attendants are present until all residents have finished their meal.
- Carry out all nursing treatments e.g. catheterization.



#### Team Membership and Communication:

- Receive the Resident Care Attendant's written report on each of their assigned residents and appropriately chart information on each resident's nurses notes.
- Communicate to Resident Care Attendants and the Activation Department necessary information needed by them to perform their jobs i.e. Hospital appointments, dentists appointments, outings, wheelchair assessment appointments and shopping trips.
- Recommend to the Nurse Manager the supplies and equipment needs of the Resident Care Department to provide total care to the Residents.
- Fully communicate job information to other personnel concerned thereby reducing misunderstandings.
- Actively seek out necessary information to accomplish job responsibilities/standards.
- Receive telephone orders from Medical professionals and resident enquiries and ensure necessary actions are completed.
- Inform supervisor of any problems that stand in the way of completing responsibilities within established time quality requirements.
- Enter pertinent information in the Resident Care and Nurses communication books.
- All Resident Care Attendants understand their job responsibilities, standards of performance and receive appropriate direction from Charge Nurse.

#### Health & Safety:

- Carry out Health and Safety programs in accordance with the Occupational Health and Safety Act of Ontario and follow Participation House procedures regarding safety.
- Report any mechanical problems with resident's wheelchairs and resident care equipment to the Nurse Manager.
- Ensure that accident and incident reports for residents and employees are documented and forwarded to the Nurse Manager and/or Director of Resident Services.
- To ensure all work areas clean and safe at all times.
- Ensure attendance at Annual WHIMIS, Fire Safety required training sessions and other appropriate in-house programs.

#### Minimum Availability

- Must be available every other weekend
- Must be available to work the day, evening and overnight shifts (7:00am-3:00pm and/or 3:00pm-11:00pm and/or 11:00pm to 7:00am) as well as Saturday & Sunday

#### Qualifications:

- Registered Nurse Certificate of Ontario Competency with no restrictions.
- Minimum of 1 year on the job experience.
- Strong time management and organizational skills with exceptional attention to detail.
- Excellent interpersonal, written and oral communication and presentation skills.
- Computer skills and ability with technology for communication and information management.
- Demonstrated ability to exercise sound judgment, tact and discretion.
- Ability to resolve conflicts and build consensus.
- Good physical health and emotional well-being.



- Ability to supervise or prior experience supervising staff an asset.

*Participation House is an equal opportunity employer committed to diversity and inclusion and are pleased to consider all qualified applicants for employment. Accommodations are available on request for candidates throughout the recruitment and assessment process.*