

Registered Nurse

3.0 Full Time, Permanent

1.0 Full Time, Temporary, Maternity Leave

Annual Salary \$68,988 - \$76,150

Hourly Rate \$35.38 - \$39.05

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).

TAFHT is an approved employer under the Community Commitment Program for Nurses (CCPN)

Eligible nurses may receive:

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

To be eligible, nurses must:

- 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, 2026, and March 31, 2027.
- 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

- Complete nursing assessments, including health histories, physical assessments, medication reconciliation, and risk assessments.
- Performs nursing procedures including immunizations, injections, wound care, ear irrigation, point-of-care testing, specimen collection, suture and staple removal, and other procedures.
- Provide patient education while delivering care.
- Manage multiple tasks while providing safe and efficient primary care.
- Support and advocate for patients when needed.
- Connect patients with community services and supports.
- Keep clear and accurate clinical records, including assessments, goals, care plans, and interventions.
- Follow TAFHT policies and procedures and the standards of the College of Nurses of Ontario.
- Protect patient privacy and confidential information in accordance with applicable legislation, including PHIPA.
- Provide preventive care based on TAFHT and provincial guidelines.
- Work with members of the interdisciplinary team to coordinate and improve patient care.
- Assess patients' immunization needs and provide vaccines according to recommended schedules.
- Follow safe practices for vaccine storage, handling, documentation, and patient education.
- Participate in the development, delivery, monitoring, and evaluation of TAFHT programs and services.

Education, Qualification and Skills

- Current registration in good standing as a Registered Nurse with the College of Nurses of Ontario.
- Strong nursing assessment, patient navigation, and program development skills.
- Strong leadership and organizational skills.
- The ability to manage workload, set priorities, solve problems, and think critically.
- The ability to work independently and as part of a team.
- Strong verbal, written, and interpersonal communication skills.
- A commitment to working well with patients and other health care professionals.
- Experience using an Electronic Medical Record (EMR). Experience with Practice Solutions is an asset.
- Experience using Microsoft Word, Excel, and Outlook is an asset.
- Strong knowledge of nursing practice.

- French and English communication skills, both spoken and written, are a strong asset.

Additional Job Requirements

- Must follow 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, proof of COVID-19 vaccination and required immunizations must be provided.
- Must be able to travel within the community for work-related purposes using a personal vehicle. Travel expenses will be reimbursement by the employer.
- 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:** Health and dental benefits to support your well-being.
- **Pension Plan (HOOPP):** Access to the Healthcare of Ontario Pension Plan (HOOPP) to help plan for your future.
- **Generous Vacation Package:** A competitive vacation allowance to support work-life balance.
- **Paid Time Off:** Illness and personal days, float days, and paid time off between December 25 and January 1st.
- **Exclusive Perks:** Access to discounts and special offers through Perkopolis.
- **Professional Growth:** Work with a supportive team that values learning and professional development.
- **Meaningful Work:** Make a difference in patient care and community health in a primary care setting.

Position Details

This position reports directly to the Clinical Director.

There are four positions available: two are new positions, one is an existing position, and one is a temporary vacancy to cover a maternity leave.

The position may be located at 123 Third Avenue (Suite 200, 250, or 300), Algonquin West, 101 Mall, Algonquin East, Fifth Avenue, Toke Street, or any other location within Timmins. The employer reserves the right to modify the assigned location or site based on operational requirements.

These are bargaining unit positions represented by OPSEU/SEFPO.

How to apply:

Qualified applicants are asked to forward their cover letter and resume to 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

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

The TAFHT is committed to a fair and transparent hiring process. We do not use artificial intelligence (AI) or automated decision-making tools to screen, assess, or select candidates. All applications are reviewed by qualified members of our team to ensure a thoughtful and equitable evaluation.

TAFHT supports diversity, equity and a workplace free from harassment and discrimination. We encourage applications from all qualified candidates, including women, visible minorities, aboriginal persons and persons with a disability. Personal information contained in applications will be used for recruitment purposes and collected as per Freedom of Information (F.O.I.) And Protection of Privacy Act, 1987.

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 noting Accessibility Inquiry in the subject line, for appropriate accommodations to be made.

REGISTERED NURSE (RN) JOB DESCRIPTION

Approved by: Executive Director

Effective Date: May 2007

Reviewed Date: August 2026

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. The RN is responsible for safely implementing approved medical directives, maintaining required competencies and authorizations, and adhering to TAFHT medical directive policies and quality monitoring processes.

Reporting Relationship

This position reports directly to the Clinical Director, and/or their designate.

DUTIES & RESPONSIBILITIES

Assessment

- Review and prioritize patient referrals.
- Conduct consultations to assess patient health needs.
- Analyze health assessment findings and review patient records.
- Observe and document patient outcomes in accordance with the College of Nurses Documentation Standard.

Treatment/Management/Planning

- Develop and discuss personalized care plans with physicians and nurse practitioners, 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 the 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.
- Implement approved medical directives as an authorized implementer, following TAFHT policies, clinical guidelines, and documentation standards.
- 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.
- Demonstrate ability to be open and non-judgmental.

- Perform occasional local travel within the community for business-related purposes.
- 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.
- Experience in community and/or primary care settings.
- Knowledge of Microsoft Office (Word, Excel, SharePoint, OneNote, Outlook) and Electronic Medical Records (EMR), preferably Telus Practice Solutions.
- Valid Ontario Driver's License.

WORK ENVIRONMENT

TAFHT – Sites

TAFHT strives to provide well-lit, well-ventilated clinical 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 the 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 leadership team, employees, physicians and members, and community partners to provide efficient, appropriate primary care to TAFHT patients.