



Carefirst Family Health Team is a non-profit, primary healthcare clinic located in Richmond Hill and Scarborough. We offer medical services and healthcare programs to a diverse community in the Greater Toronto Area.

We are currently seeking a **Registered Practical Nurse** to join our clinic.

Responsibilities:

- Implement and coordinate the Chronic Disease Management Programs through group sessions (e.g. outreach), health education, individual counselling, and virtual care
- Provide clinic management supports including but not limited to immunization, assessments and nursing interventions
- Perform regular inventory checks and administrative tasks for medical supplies, lab supplies, vaccine management, crash cart, sample medications, PPE and autoclave maintenance
- Liaise with care providers in the health care system and facilitate referrals to other services and resources within the Family Health Team, secondary and/or tertiary health care centres
- Foster good public relations and working relations in a family-centered care environment
- Provide timely statistical reports for the Ministry of Health and Long-Term Care periodically
- Maintain and manage patient files, charts, and records while safeguarding patient confidentiality
- Engage in COVID-19 initiatives such as Taskforce, Test and Education

Requirements:

- Bachelor of Science in Nursing or RPN diploma from an accredited institution
- Registered and in good standing with the College of Nurses of Ontario
- Valid CPR HCP certification
- Minimum 2 years' of clinical experience in a community or primary healthcare setting
- Demonstrated experience in the area of chronic disease management
- Exceptional telephone etiquette and customer service skills
- High degree of accuracy and attention to detail
- Knowledge of OHIP billing and coding
- Strong interpersonal skills, as well as being able to accept work from various sources (physicians, nurses, office manager)
- Well organized and ability to multitask in a fast-paced environment
- Proficient computer skills in Microsoft Office, and EMR (Telus Practice Solutions) is an asset
- Available to work flexible hours including some evenings and weekends
- Available to work at both the Scarborough and Richmond Hill offices
- Fluent in English and a second language that reflects the community served, such as Cantonese, Mandarin, is an asset
- A valid vulnerable sector police record check completed within one year

Please send your cover letter and résumé to:

Carefirst Seniors & Community Services Association
4/F, 300 Silver Star Blvd | Scarborough | ON | M1V 0G2
Email: hr@carefirstontario.ca
Fax: (416) 502-2382
Website: www.carefirstontario.ca

Carefirst is an equal opportunity employer. We are also committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange a reasonable and appropriate accommodation.

While we thank all candidates for their interest, only those selected for an interview will be contacted.