



REGISTERED PRATICAL NURSE 252R12-20-1
IROQUOIS LODGE, HEALTH SERVICES
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **June 29, 2022**, for the Registered Practical Nurse with Iroquois Lodge, Health Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. . Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

JOB SUMMARY: The Registered Practical Nurse reports to and works under the direction and supervision of the Registered Nurse – Charge Nurse. The RPN will assist in the provision of professional, quality nursing care to the residents of Iroquois Lodge. The RPN will conduct and guide the care given to residents in order to monitor, evaluate and improve the quality of nursing services provided by Iroquois Lodge.

The RPN will demonstrate competency at the current level of knowledge for his/her scope of practice. The RPN will seek out assistance from the Registered Nurse – Charge Nurse to address areas of practice that he/she is unfamiliar with. The RPN is required to plan, direct and coordinate all activities necessary for the management of the unit. He/she will work closely with the Registered Nurse – Charge Nurse, Manager, the Attending Physician, Activity, Dietary and any other multidisciplinary team member within the policies and procedures established by Six Nations Elected Council.

Type	Full Time
Closing Date	June 29, 2022
Term	Permanent
Hours of Work	80.5 Hours Biweekly
Wage	TBD

BASIC QUALIFICATIONS:

- RPN must be registered with College of Nurses of Ontario with a Current Certificate of Competence issues annually and a copy provided to the Manager annually;
- Minimum one year experience in long-term care as an RPN is desirable;
- Current membership with RPNAO;
- Must have and maintain First Aid & CPR;
- Up to date immunization record including mandatory annual influenza vaccination;
- Willing to work a rotating schedule of shifts and weekends.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Melissa Stefureak, Staffing Officer at 519-445-2223 ext 5727 or via email at recruitment@sixnations.ca

Method #2: Mailed or Hand Delivered – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

REGISTERED PRATICAL NURSE – Full Time – 252R12-20-1
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Registered Practical Nurse

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Registered Nurse – Charge Nurse.

PURPOSE & SCOPE OF THE POSITION:

The purpose and scope of the RPN will be to assist in the provision of professional, quality nursing care to the residents of Iroquois Lodge.

The RPN will conduct and guide the care given to residents in order to monitor, evaluate and improve the quality of nursing services provided by Iroquois Lodge.

The RPN will demonstrate competency at the current level of knowledge for his/her scope of practice. The RPN will seek out assistance from the Registered Nurse – Charge Nurse to address areas of practice that he/she is unfamiliar with. The RPN is required to plan, direct and coordinate all activities necessary for the management of the unit. He/she will work closely with the Registered Nurse – Charge Nurse, Manager, the Attending Physician, Activity, Dietary and any other multidisciplinary team member.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Provide nursing care in accordance with administrative policies and the College of Nurses of Ontario standards of nursing practice.
- Assess the residents' conditions by recognizing and interpreting signs and symptoms, and where appropriate, requests assistance from the Registered Nurse – Charge Nurse.
- Assist the Physician in diagnostic and therapeutic measures and weekly rounds.
- Do admission/readmissions of residents.
- Be responsible for the proper care of equipment used in nursing care of residents.
- Be responsible for the administration of medications and treatments as prescribed.
- Be tactful and courteous when communicating with staff, residents, families and guests; will keep them abreast of the resident's general condition, problems and needs.
- Assist with maintaining standards of infection control, cleanliness and disinfection and the management of outbreaks.
- Ensure that the physical and psychosocial environment meets the needs of each resident.
- Be responsible for ordering and receiving medication from Pharmacy when necessary.
- Monitor and evaluate unit staff compliance with the facility standards, policies and procedures.
- Report unsatisfactory work performances to the Registered Nurse – Charge Nurse.

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- Communicate appropriate information to other members of the interdisciplinary health team and families.
- In conjunction with other staff, transcribe and co-sign physician orders, monthly MARS and TARS and quarterly reviews.
- Be responsible for the nursing care of the acutely ill resident.
- Report incidents, accidents, hazardous situations or unsafe equipment promptly to Registered Nurse – Charge Nurse and will assist in taking corrective action.
- Practice good body mechanics and ensure that all staff adheres to the lifting policies and procedures of the home.
- Attend staff meetings and staff education regularly and committees as designated.
- Be able to report and follow-up with the zero tolerance abuse policy
- Participate in fire drills and extinguisher demonstration
- Work with MDS RAI Coordinator in inputting resident information and completing assessments, initiating and updating care plans according to scheduler.
- Be responsible for being one of the committee leads for mandatory committees of the Ministry of Health; prepare agenda and minutes and evaluate program annually.

2. **Communications Functions:**

- Effective liaison with supervisors, staff, community members, general public and Chief and Elected Council, in person or through telecommunications.
- Effective communication with external bodies such as other First Nations, federal, provincial and municipal governments/agencies and other organizations in person or through telecommunications.
- Preparation of internal/external documentation used internally such as updates, memos, and correspondence.
- Represent Six Nations Elected Council and community in a positive, courteous, cooperative and professional manner.
- Preparation of effective presentations after attending workshops or provide training according to workshop.

3. **Administrative Functions:**

- Completion and submission of: leave forms, travel forms, performance appraisals and work plans in accordance with Six Nations Elected Council policies and procedures.
- Ensure proper filing of documents electronically and/or hardcopy.
- Perform work functions in accordance with Six Nations Elected Council policies and procedures.
- Attend meetings as required: staff meetings, committee meetings, Elected Council meetings and/or political portfolio meetings.
- Attend training/workshops as required.
- Accountable for his/her actions and practices according to the Standards of Practice for the RPN and CON.
- Assume responsibility for personal and vocational growth and development; participation in in-service educational programs.
- Ensure all incidents are appropriately reported.

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4. **Other Functions:**

- Performs projects as assigned.
- Perform other related duties as assigned by the Registered Nurse – Charge Nurse
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

- Working requires extensive physical and mental activity, and related stress.
- Work requires that the employee work inside with co-workers and residents, with interaction with families and/or general public.
- Work is subject to some daily interruptions and unscheduled work hours.
- Work requires the ability to take direction, prioritize and at times work independently with many demands.

WORKING RELATIONSHIPS:

With the Registered Nurse – Charge Nurse

Discusses plans, receives direction and supervision of priorities and interacts to ensure tasks are done efficiently and effectively. RPN must encourage courtesy, cooperation and teamwork with all internal staff. Must be familiar with Six Nations Elected Council employment policy and procedures and how it relates to your current employment.

With Other Staff

Promotes courtesy, cooperation and teamwork with all staff.

With External Agencies

Represents and promotes Six Nations' interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

With the Public

Represents and promotes Six Nations in a courteous, cooperative and professional manner.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- RPN must be registered with College of Nurses of Ontario with a Current Certificate of Competence issues annually and a copy provided to the Manager annually.
- Minimum one year experience in long-term care as an RPN is desirable
- Current membership with RPNAO

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Other Related Skills:

- Must have and maintain first aid and CPR
- Must obtain a clear police check.
- Up to date immunization record including mandatory annual influenza vaccination.
- Must be able to work a rotating schedule of shifts and weekends.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.