



Canadian Mental  
Health Association  
Sudbury/Manitoulin

Association canadienne  
pour la santé mentale  
Sudbury/Manitoulin

## **EMPLOYMENT PACKAGE:**

The following employment package contains information to apply for the **Registered Practical Nurse, Harm Reduction Home – Part Time** position.

The package contains (for your information):

1. **Job Posting**
2. **Job Description “Registered Nurse, Harm Reduction Home”**
3. **Scenario Questions**
4. **Employment Application**
5. **Job Applicant Screening Form**

Requirements for submission:

1. **Applicant’s Resume & Cover Letter**
2. **Completion of Application Form**
3. **Completion of Scenario Questions (4)**
4. **Completion of Job Applicant Screening Form**



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**POSTING: Registered Practical Nurse, Harm Reduction Home**

**Part-time: (includes weekday/weekend/days/evenings/on-call)  
1 Position**

**RESPONSIBILITY:**

The Registered Practical Nurse will provide medication and alcohol administration, nursing support, care plan delivery and therapeutic services to the residents of the Harm Reduction Home.

**QUALIFICATIONS:**

The position requires a post-secondary Diploma or Canadian equivalent in practical nursing. Two years' experience working in the mental health/addictions field or one year experience working with marginalized populations is an asset.

**Bilingualism is essential.**

**SALARY:**

**\$22.36 / hour**

**LOCATION:**

Sudbury

**TO APPLY:**

Please complete the employment package available at <http://sm.cmha.ca/get-involved/employment/> and submit to the attention of:

Human Resources

By email: [recruiting@dibrinasure.com](mailto:recruiting@dibrinasure.com)

By Mail: DiBrina Sure Human Resources

62 Froot Road, Suite 302, Sudbury, Ontario, P3C 4Z3

By Fax: 705-688-9060

**DEADLINE:**

The deadline for accepting applications is October 30, 2017 by 12:00 noon

**INTERVIEW DATE:**

**November 2017**

*Personal information submitted will be used for the purpose of determining suitability for these openings only. All applicants are thanked for their interest; however, only those selected for an interview will be contacted. CMHA follows the AODA legislation and support persons with disabilities with accommodations. Please notify us if you have any accessibility requirements. Canadian Mental Health Association is an equal opportunity employer.*

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## **POSTE : Infirmier(ère) auxiliaire autorisé(e)**

**À temps partiel : inclus en semaine, week-end, jours, soirées et services de garde  
1 poste**

### **RESPONSABILITÉ :**

L'infirmier ou l'infirmière auxiliaire autorisé(e) fournira les médicaments, l'administration de l'alcool, le soutien infirmier, les plans de soutien, et les services thérapeutiques aux résidents de la maison de réduction des méfaits.

### **QUALIFICATIONS :**

Ce poste exige un diplôme d'études postsecondaires ou l'équivalent canadien en soins infirmiers auxiliaires. Deux ans d'expérience dans le domaine de la santé mentale et des toxicomanies ou un an d'expérience de travail avec les populations marginalisées sont un atout. **Le bilinguisme est atout.**

### **SALAIRE :**

**22.36 \$ / heure**

### **EMPLACEMENT :**

Sudbury

### **POUR FAIRE UNE DEMANDE :**

S'il-vous plaît, remplissez la trousse de demande en matière d'emploi sur notre site web à <http://sm.cmha.ca/get-involved/employment/> et faites-le parvenir à l'attention de :

Ressources humaines

Par courriel : [recruiting@dibrinasure.com](mailto:recruiting@dibrinasure.com)

Par la poste: DiBrina Sure Human Resources

62, rue Frood, Unité 302, Sudbury, ON P3C 4Z3

Par télécopieur : 705-688-9060

### **DATE LIMITE :**

La date limite pour accepter les demandes est le 30 octobre, à 12 heures (midi).

**ENTREVUES :** novembre 2017

*Les renseignements personnels fournis seront utilisés pour la détermination d'aptitude pour remplir le poste. Merci à tous les candidats et candidates pour l'intérêt. Seulement ceux et celles qui seront choisis pour une entrevue seront contactés. L'ACSM conforme à la Loi sur l'accessibilité pour les personnes handicapées de l'Ontario (LAPHO) et fournit un soutien aux personnes handicapées.*

*S'il vous plaît, informez-nous de vos exigences en matière d'accessibilité. L'ACSM applique une politique au principe d'équité en emploi.*

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**REGISTERED PRACTICAL NURSE,  
HARM REDUCTION HOME**

**INCUMBENT: 1.0 FTE**

**REPORTS TO:** Manager of Harm Reduction Home

**PROGRAM:** Harm Reduction Home

**APPROVED BY:**

**DATE APPROVED/REVISED:** June 2017

**HOURS:** Part time

## POSITION SUMMARY:

Reporting to the Manager of the Harm Reduction Home, the Registered Practical Nurse (RPN) will work within the context of a managed alcohol, client centred, harm reduction, residential program called the Harm Reduction Home (HRH). Within an interdisciplinary team, the RPN will provide medication and alcohol administration, nursing support, care plan delivery and therapeutic services to the residents of the Harm Reduction Home.

The RPN will be required to work day shifts and evenings throughout the week and weekends along with on-call duties as required.

## ESSENTIAL JOB RESPONSIBILITIES:

### 1. Resident Care

- Dispensing Alcohol & Medication as ordered
- Health teaching surrounding side effects and how to manage the symptoms that interfere with quality of life.
- Transcription of orders and maintenance of medication records.
- Collection of weekly assessments (vital signs and weights); equipment checks as assigned.
- Monitoring compliance to the care plans
- Assist clients with personal hygiene when necessary.
- Demonstrate harm reduction and recovery oriented practice (ROP) philosophy and practices within daily work and interactions
- Intervene to crisis as necessary and work to intervene before a crisis escalates and provide appropriate follow-up.
- Participates in the safety of the program participants at all times.
- Communicate with the Registered Nurse when acute medical issues arise.
- Attends and contributes to medical/resident rounds as required

### 2. Works within the Policies and Procedures of the CMHA

- Works to achieve the agency and program goals
- Maintains and collects appropriate records of data, research and interactions as per agency guidelines.



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## **REGISTERED PRACTICAL NURSE, HARM REDUCTION HOME**

### **3. Professionalism**

- Represents HRH program and agency in a professional manner through embracing and fostering the CMHA culture, mission, respectful communication and ethical decision making.
- Represents service/program or agency in the community and complies with service area policies.

### **4. Avails self of opportunities for professional development**

- Orientates new staff and mentors/precepts students
- Complete and participate in HRH and CMHA training as per agency standards
- Makes changes in nursing practice based on self-appraisal, ongoing feedback and guidance, mentoring, professional development, performance appraisal and application of current best practice/evidence-based research.
- Attend enhanced learning opportunities and educational sessions when offered.
- Identifies nursing issues and actively works towards resolution.

### **5. Reports to supervisor and participates in supervision as directed.**

- Consults with manager of HRH for communication, consultation and reporting purposes.
- Actively contributes to the improvement of the services offered and the processes through which these services are delivered.

### **Knowledge and Skills may include:**

- Effective verbal and written communication skills
- Strong work organization and time management skills
- Strong negotiation, consultation and collaboration skills actively working towards resolution.
- Ability to work independently and as part of a team with multidisciplinary colleagues and community partners
- Flexibility & able to apply harm reduction skills to the clinical setting
- Creative problem solving skills

### **Education and Experience may include:**

- Diploma from a recognized Practical Nursing Program
- Current certificate of registration with the College of Nurses of Ontario; meets the standards of practice
- Current liability insurance with the RNAO
- Minimum of 2 years of experience; with the last year of experience within the Harm Reduction/Mental Health/Addictions setting.
- Demonstrated competence in clinical nursing practice related to the care of adult homeless persons.
- Certification in First Aid & CPR; Certification in NVCI an asset



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## REGISTERED PRACTICAL NURSE, HARM REDUCTION HOME

- Bilingualism (French/English) is essential for 50% of positions

### JOB SPECIFIC COMPETENCIES

The following competencies are required for this position:

<b>Teamwork and Collaboration</b>	Expresses positive expectations of others in terms of their abilities, expected contributions and responsibilities. Speaks of team members in positive terms. Is looked to by colleagues as a valuable source of information. Collaborates with others and from outside own area of expertise for ideas and opinions to help form specific decisions or plans. Promotes team collaboration and an atmosphere of interdependence.
<b>Critical Thinking</b>	Identifies multiple cause and effect relationships in situations involving numerous options and a large volume of information. Analyses relationships among several parts of a problem or situation. Anticipates obstacles and thinks ahead about next steps. Asks key questions to determine issues, make decisions and recommend appropriate course of action.
<b>Integrity</b>	Upholds clear ethical standards that are broadly respected within the agency and with outside partners. Holds self-accountable for professional behaviour. Is able to make thoughtful judgements and reasoned decisions when ethical standards are in conflict.
<b>Coping</b>	Able to maintain a mature problem-solving attitude while dealing with interpersonal conflict, hazardous conditions, personal rejection, hostility or time demands.
<b>Assertiveness</b>	Able to maturely express one's feelings and opinions in spite of disagreement: accurately communicate to others regardless of their status or position.
<b>Interaction</b>	Able to communicate with others in a warm and helpful manner while simultaneously building credibility and rapport.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization