



## VACANCY

Applications are invited from qualified individuals to fill the following position:

### **One (1) Temporary Part Time Occupational Health & Safety Assistant – Registered Practical Nurse (RPN) NBRHC – North Bay**

The Occupational Health & Safety Assistant – RPN will work within the Standards of Nursing practice and the RPN competencies of the College of Nurses of Ontario (CNO) and the standards of nursing care of the NBRHC.

**THE PRIMARY RESPONSIBILITIES** of this position are to facilitate compliance with the Occupational Health and Safety Act, perform mask fit tests, pre-placement health assessments and implement the OMA/OHA Communicable Disease Surveillance Protocols for Ontario Hospitals including influenza immunization clinics.

#### **FURTHER RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Manage the main OH&S telephone line and triage calls
- Provide intake/triage of staff presenting to OH&S including first-aid for occupational injuries and receipt of staff medical information pertaining to both occupation and non-occupational illnesses
- Coordinate the mask fit testing program, including performing maskfit testing on staff, maintaining statistics and providing reports
- Responsible for Communicable surveillance protocols for all individuals assessed through OH&S
- Help coordinate wellness initiatives

The ideal candidate will be an energetic, organized, highly flexible team player who can perform with minimal supervision, has excellent verbal and written communication and interpersonal skills with demonstrated professionalism in dealing with confidential and sensitive issues.

#### **QUALIFICATIONS**

- Successful completion of a Registered Practical Nursing diploma with current Certificate of Registration issued by the College of Nurses of Ontario (CNO)
- Current Basic Life Support (BLS) Certification (current within the past twelve months)
- Current Non-Violent Crisis Intervention (NVCI) Certification (training delivered by Health Centre upon hire)
- Knowledge and understanding of the Occupational Health & Safety Act and the principles of Occupational Health Nursing
- Extensive experience with injections
- Demonstrated ability to put together required information for Specialist referral follow-up
- Excellent computer skills including the full Microsoft Office Suite
- Ability to work all shifts to accommodate maskfit of shiftworkers and influenza clinics
- Experience with Parklane software an asset
- Demonstrated commitment to the safety of fellow workers, patients, volunteers, and visitors in order to support and contribute to a culture of safety and prevention of adverse health events in our organization
- Bilingualism (English/French) is an asset

Criminal Reference Check including the Vulnerable Sector Check recent within six (6) months is a requirement

**Interested candidates are asked to submit their cover letter and resume to:**

[careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca) quoting file **NU C-24-36**

**The posting will remain open until the positions are filled.**

Please note these postings are subject to change without notice. An acknowledgement will be sent only to those candidates who will be interviewed.

#### **THE ORGANIZATION**

North Bay Regional Health Centre (NBRHC) is a unique health care organization with three primary roles: providing acute care services to North Bay and its surrounding communities, functioning as the district referral centre providing specialist services for smaller communities in the area, and it's the specialized mental health service provider serving all of northeast Ontario. At more than 400 beds, our state-of-the-art regional health centre has over 150 physicians, 2300 employees and 250 volunteers.

For more information about the NBRHC, visit [www.nbrhc.on.ca](http://www.nbrhc.on.ca)

## THE COMMUNITY

North Bay is located 3.5 hours north of Toronto, just north of the district of Muskoka, and 3.5 hours west of Ottawa. With a population of 54,000 and a catchment area of 180,000, it is a safe and welcoming community that offers a healthy and balanced environment for working, living and raising a family. North Bay is situated on the shores of two large lakes (Lake Nipissing and Trout Lake) and boasts beautiful scenery and four distinct seasons. Whatever your interests are, you will have access to numerous activities and amenities within minutes from your home—reclaim your work-life balance and join us!

To see more of beautiful North Bay and learn about our lifestyle, visit [www.northbay.ca](http://www.northbay.ca)

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*NBRHC is committed to achieving 100% compliance with its COVID-19 Vaccine Policy. As a result, please be advised that in order to be eligible for employment at the Health Centre, all new hires must be compliant with our COVID-19 Vaccination Policy and must be fully vaccinated prior to commencing employment. To be considered fully vaccinated, an individual must have received the full series of a COVID-19 vaccine or a combination of COVID-19 vaccines approved by the World Health Organization (e.g. two doses of a two-dose vaccine series or one dose of a single-dose vaccine series) and received the final dose of the COVID-19 vaccine at least 14 days ago.*

*The requirement that successful applicants be fully vaccinated is subject to any accommodation obligations pursuant to the Ontario Human Rights Code.*

*North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.*

**We are an equal opportunity employer. We thank all applicants for their interest.**