



**Riverstone Retirement Communities – Willowbend**

**Position:** Bilingual RPN (Registered Practical Nurse)

**Location:** East Ottawa, ON

**Employment Type:** Part-Time

**Reports to:** Director of Care

**JOB SUMMARY:**

Under the supervision of the Director of Care, the RPN is responsible for the day to day health and safety of the residents. The RPN provides direction and supervision to the Personal Support Workers (PSW) and Health Care Aides (HCA) in the absence of the Director of Care and assumes administrative responsibilities as required.

**QUALIFICATIONS:**

**Education:**

- Current registration in good standing with the College of Nurses of Ontario and Medication Administration Certification
- Current CPR and First Aid Certification

**Background:**

- Two years or more experience, preferably in a geriatric setting;
- Excellent communication skills;
- Supervisory skills, emergency management and added nursing skills.

**Personal Requirements:**

- Work as part of a team
- Capable of adapting to different situations and change
- Keen interest in working with seniors

**FUNCTIONS:**

- Assists the Director of Care in the planning, development, organization, implementation and evaluation of the overall quality of resident care by the nursing department;
- Bilingual in English and French
- Delivered and received report at the beginning and end of each shift;
- Participates in the development of health care plan for each resident and ensures that it is carried out, reviewed and revised as necessary;
- Performs initial and ongoing nursing assessments of residents' needs;
- Carries out constant surveillance of residents for physical and emotional well-being and accounts for each resident on each shift;
- Administers and/or supervises medication as ordered by residents' attending physician;
- Assists residents with personal care as required;
- Charts any unusual symptoms and/or observations;
- Calls residents physician when necessary;



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- Orders, administers and stores medication and treatment in compliance with the Riverstone RC policies, pharmacy and standards of the College of Nurses of Ontario, for current and new residents.
- Provides orientation to all new hires and directs, assigns and evaluates the work of PSW/HCA;
- Ability to manage department in the absence of Director of Care, in areas such as staffing, equipment breakdown, supply ordering and receiving;
- Liaises with other health care [personnel, agencies and families as required];
- Assist in orientation of the residents, family members and nursing staff;
- Completes audits and reports as required;

To apply please email your resume and references to **Chantal Lebel** [clebel@riverstoneretirement.ca](mailto:clebel@riverstoneretirement.ca)