NORFOLK
FAMILY HEALTH TEAM

Norfolk Family Health Team
185 Robinson Street
Simcoe, ON N3Y 5L6
Phone: (519) 582-2323

Registered Practical Nurse – Primary Care Nurse (Port Dover)
Permanent Full-Time Position (up to 37.5 hours/week)

The Norfolk Family Health Team (FHT) is a leading provider of high-quality health care and transformative support for individuals facing social, economic, and systemic barriers. Our services include primary health and chronic disease care, health promotion and education, outreach and social support, and mental health services. Our interprofessional team includes family physicians, nurse practitioners, registered nurses, social workers, medical office assistants, a registered dietitian, occupational therapist, kinesiologist, and pharmacist.

We are currently seeking a Registered Practical Nurse (RPN) for a permanent full-time position. The successful candidate will work at the Port Dover FHO and must be available for day shifts, occasional evenings, and additional coverage as required. Please note that scheduled hours may vary based on operational needs.

What We Offer:
• Comprehensive health benefits
• Membership in the Healthcare of Ontario Pension Plan (HOOPP)
• Flexible work schedule
• Paid statutory holidays, plus your birthday off
• Free on-site parking
• Professional development and continuing education opportunities
• Participation in team-building activities and a collaborative work environment

Role Overview:
The Registered Practical Nurse (RPN) will serve as a site-specific coordinator and work collaboratively as part of the primary care team. Key responsibilities include conducting patient intake and assessments, coordinating care plans, facilitating access to primary care services, managing nursing clinics and clinical tasks, and supporting data collection, reporting, and evaluation activities.

Key Responsibilities:
- Liaise with physicians, burse practitioners and community services to ensure coordinated, timely patient care
- Refer clients to internal and external health and social services
- Complete patient assessments (vitals, history, etc.) and document accurately in the EMR
- Assist providers during consults, procedures, and follow-up care

NORFOLK
FAMILY HEALTH TEAM

- Carry out medical regimens and nursing interventions as appropriate
- Provide treatments, screenings, immunizations, injections, and health education
- Manage medication reconciliation, patient compliance, and related education
- Operate and maintain medical equipment
- Triage calls for urgent care and assist in appointment scheduling and documentation
- Provide clinical procedures such as suture removal, wound care, TB testing, wart treatment, and ear syringing
- Promote chronic disease prevention and self-care, and lead quality improvement initiatives
- Sterilize equipment and maintain clean, organized clinical spaces following IPAC standards
- Participate in team planning meetings and support clinical flow
- May serve as the first point of contact for specific programs and assist in triaging patients accordingly
- Complete monthly, quarterly data as required

Qualifications:

- Registered and in good standing with the College of Nurses of Ontario (CNO)
- Current membership with RPNAO and LAP insurance
- Valid CPR certification (Health Care Providers level)
- Knowledge of PHIPA and CNO Standards of Practice
- Experience in primary care, community health, and chronic disease management
- Understanding of social determinants of health and their impact on underserved communities
- Experience working with populations facing barriers to care (e.g., homelessness, mental health challenges, 2SLGBTQ+, racialized communities)
- Strong communication, crisis intervention, and organizational skills
- EMR proficiency and strong computer skills (Microsoft Office, Teams, etc.)
- Experience in rural medicine is considered an asset

To Apply:

Please send your cover letter and resume to:
Kelsey Boudreau, Clinical Manager
Deadline: Friday, July 3, 2026

The Norfolk Family Health Team is committed to building a diverse and inclusive workplace reflective of the communities we serve. We encourage applications from candidates of all backgrounds, and accommodations for individuals with disabilities are available at any stage of the recruitment process.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.