City of Greater Sudbury | P.O. Box 5000 Stn. A, 200 Brady Street, Sudbury ON P3A 5P3 | 705.674.4455
Ville du Grand Sudbury | CP 5000 Succ A, 200, rue Brady, Sudbury, ON P3A 5P3 | 705 674.4455

City of Greater Sudbury – Employment Opportunity

Posting #3433

Job Posting Title: Registered Practical Nurse(s)

Section: Resident Care
Division: Long Term Care Services
Department: Community Well-Being
Initial Reporting Location: 960 Notre Dame Ave. - Pioneer Manor

Job Status: Part time positions
Number of Vacancies: 5 (Recruitment Pool)
Union Affiliation: CUPE 148
Hours of Work: 30+ hours bi-weekly
Shift Work Required: Yes (day/afternoon/night). Day shifts regularly available for pick up.

Range of Pay: $39.60 to $40.58 per hour
Afternoon Shift Premium: $1.46 per hour
Night Shift Premium: $1.52 per hour
Weekend Shift Premium: $1.46 per hour

Benefits/Extras include:
- 13.75% pay in lieu of benefits
- Eligible for OMERS Pension Plan
- Free on-site parking
- Wellness initiatives
- Employee Assistance Program (EAP)
- Tuition Reimbursement Program

The start date will follow the selection process.

A **vulnerable sector check** is required for this position and will be requested by the Hiring Manager should you be the candidate of choice. Please do not submit your vulnerable sector check with your application.

Pioneer Manor serves residents 18 years of age and older who have long-term health care needs and who are no longer able to manage in independent living situations. As the largest facility of its kind in North Eastern Ontario, Pioneer Manor is home to 444 residents who are provided with supervision 24 hours a day.
Working at Pioneer Manor, you will help provide residents with a safe, clean, healthy environment where they can receive the care they need, have access to proper nutrition and experience the social benefits of being around their peers. Long term care allows you to focus on your patients' overall well-being and form a connection with them. If you're looking for a workplace where getting to know your patients is a high value, long term care is the right place for you.

Main Function: To perform procedures within scope of competence, according to the College of Nurses of Ontario, as required for resident health care safety.

Characteristic Duties: Under the general supervision of the Resident Care Co-ordinator and day to day direction of a Registered Nurse.

1. Provide complete Resident health care as directed and outlined in Pioneer Manor procedures (e.g. hygiene, shaving, bathing, grooming, palliative care, etc.).
2. Prepare and administer prescribed medications, narcotics and keep an accurate record of same.
3. Assess, record and report any incidents or significant changes in Resident’s condition.
4. Receive emergency telephone and verbal orders from the physician and transcribe accordingly.

5. Prepare monthly medication order and process physician's order accurately.
6. Develop, revise and update Resident Care Plans with guidance from Registered Nurse, as required and implement interventions.
7. Serve food and snacks, verify special diets and feed Residents as required.
8. Assist Residents with activities to promote self-reliance and self-esteem for rehabilitation purposes.
9. Utilize the nursing process to observe and communicate information regarding the physical and emotional well-being of the Resident to the health team (e.g. activities, fluid intake/output, appetite, etc.).
10. Document pertinent information legibly, accurately and concisely, complete reports and files as necessary.
11. Ensure that mechanical equipment and supplies used for Resident care are properly maintained and used in a safe and effective manner
12. Collaborate with and report to the Registered Nurse.
13. Provide guidance to non-registered staff.
14. Maintain communication and collaborate with all members of the health care team, residents and family.
15. Participate on committees as required.
16. Continue self-growth through professional development.
17. Maintain a thorough knowledge of Facility's Nursing Policies and Procedures Manual and the Corporate Manual.
18. Develop and maintain a thorough working knowledge of CGS's Safety Manual and the applicable Provincial Legislation listed therein.
19. Perform other related duties as required.

Note: The above duties are representative of a typical position and are not to be construed as all inclusive.

Qualifications:

- Successful completion of Secondary School (Grade 12) Education.
- Graduate of an approved school for Registered Practical Nurses.
- Current certificate of competency as issued by the College of Nurses of Ontario.
- Six (6) months experience in the administration of medication.
- Demonstrate interpersonal skills in dealing with the public, staff and outside agencies in a courteous and effective manner.
- Excellent use of English; verbally and in writing.
- French verbal and written skills an asset.
- Satisfactory health, attendance and former employment history.
- Provide, at own cost, a Criminal Record Check.
- Provide, at own cost, a Two-Step Mantoux Test (TB).

How to Apply:

If you are viewing this job posting through a website other than the City of Greater Sudbury's, please visit www.greatersudbury.ca/jobs to apply online.
We must receive your resume **before 11:59 p.m. on Monday, November 30, 2026.** For those providing a French language resume, please also include an English version.

1. Click on the **Apply for Job** button.
2. Follow the step by step application process.
3. Ensure you attached a cover letter and resume. Acceptable file types are:
    - .doc
    - .docx
    - .txt
    - .pdf
    - .rtf
4. Once completed, review your application and click on the **Submit** button.
5. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to the e-mail address on your profile.

All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted. If contacted, and you require a disability related accommodation in order to participate in the recruitment process you must advise the Hiring Manager.

Live outside Canada or new to Canada?
The City of Greater Sudbury is dedicated to maintaining a fair, inclusive, and equitable work environment and our City welcomes qualified applicants from anywhere. To learn more about working in Canada, visit this webpage: Applicants Living Outside of Canada (greatersudbury.ca)

Contact Us:
For technical difficulties, issues, questions or accommodations with an application made online email myJOBS@greatersudbury.ca