



## EMPLOYMENT OPPORTUNITY

# COMMUNITY HEALTH NURSE

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### **POSITION SUMMARY**

Henvey Inlet First Nation is currently seeking a full-time **Community Health Nurse** to join our Administration for a 12-month contract with possibility of extension. The Community Health Nurse reports to the Health Director and is responsible for providing comprehensive assessments, education, counselling and care to community clients in a homecare/office setting. The CHN consults and collaborates with individuals, families, community, partners with other health professionals, organizations, and governments to meet identified needs. The goal of the CHN is to promote and preserve the health of the community through a focus on health promotion, health maintenance, and health education. In addition, the CHN ensures the mandatory programs of Communicable Disease and Immunization are delivered.

***Henvey Inlet First Nation offers competitive wages, paid vacation and personal emergency days, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.***

### **DUTIES AND RESPONSIBILITIES**

The Community Health Nurse will be responsible to:

- Follow the Practice Standards and Guidelines as outlined by the College of Nurses of Ontario
- Maintain and upgrade professional competence through appropriate continuing education methods by participating in teleconferences and training as provided by FNIHB and the College of Nurses of Ontario
- Plan and deliver a Community Health Plan or programs taking into consideration the physical, social, spiritual, mental and environmental factors which influence each client and the community
- Support the First Nation in the development of safe and efficient health facilities/operations
- Provide a wholistic approach to client care, looking at physical, mental, spiritual and emotional well-being
- Coordinate and carry out annual community vaccination clinics for influenza, covid and other communicable diseases and administer appropriate vaccines to clients who consent
- Operate daily methadone clinic for community clients on the program, including dispensing and supervising the use of the medication
- Accurately maintain individual client health files/documentation according to established standards of the College of Nurses standards of practice, ensuring all notes and patient charts are updated in a timely manner
- Provide support and educational information to clients, families and the community
- Arrange home support services for clients based on individual needs to prolong independent living in the home
- Develop and maintain positive relationships with clients, families, staff, other health care providers and the community
- Complete and submit weekly, monthly, quarterly and annual statistics, correspondence and reports to applicable Ministries, Governments, and medical service providers as required
- Attend required community events, meetings and training when applicable
- Supervise and support the Home & Community Care Program team

- Oversee time and attendance records for Home & Community Care employees, including approval and signoff of time sheet and time-off requests.
- Participate in performance management and progressive discipline processes within Community Health Nurse capacity as necessary
- Other duties as assigned from time to time by the Health Director, Director of Finance/Administration or Chief and Council

## **SKILLS AND ABILITIES**

- Experience working with seniors and individuals with disabilities or cognitive impairments
- Excellent verbal, written and interpersonal communication skills
- Excellent problem-solving and leadership skills
- Ability to demonstrate initiative, optimism, discretion, tact, self-assurance, and dependability
- Ability to maintain strict confidentiality
- Ability to adapt to change and deal with the unexpected
- Ability to cope and function within a stressful work environment
- Sensitivity to First Nation and community health issues

## **QUALIFICATIONS**

### *Education:*

- University degree or College diploma in Nursing or Practical Nursing

### *Occupational Certification:*

- Current membership with Registered Nurses of Ontario
- Current member in good standing with the College of Nurses of Ontario
- Current First Aid and CPR
- Successful completion of controlled substance education preferred

### *Other Requirements:*

- 3+ years experience as a Registered Nurse in a Public Health setting is preferred
- Experience with substance use interventions an asset
- Current CPIC Vulnerable Sector Check
- Posses a valid Ontario Class G Driver's License with access to a reliable, insured vehicle
- Ability to adapt to the changing demands of the position
- Knowledge and understanding of First Nation Communities and their culture a strong asset

## **HOURS OF WORK**

Full-Time – 35.5 hrs/wk

## **WORK LOCATION**

In-office

## **REMUNERATION**

Negotiable based on experience.

**START DATE**

March 2, 2026

**APPLICATION DEADLINE**

February 10, 2026

Those interested in applying should submit their cover letter, resume, photocopy of RN/RPN certification and memberships with professional organizations in confidence to:

**Henvey Inlet First Nation – Human Resources**

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: [recruitment@henveyinlet.com](mailto:recruitment@henveyinlet.com)

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

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code