

Job Posting: Registered Practical Nurse (RPN)

KLH-OHT Supported Attachment Program

Employer: City of Kawartha Lakes Family Health Team (on behalf of KLH-OHT Primary Care Partners)

Status: Full-Time – contract to March 31, 2027 (possibility of extension pending funding)

Location: Hybrid – Across Kawartha Lakes & Haliburton County

Start Date: As soon as possible

About the Program

The KLH-OHT Supported Attachment Program is a new, collaborative initiative designed to streamline patient onboarding across primary care sites and support timely attachment for individuals, including those on the Health Care Connect waitlist. The program reduces administrative burden for primary care providers by completing intake assessments, ensuring charts are prepared and accurate, identifying care gaps, and proactively connecting patients to chronic disease supports, preventative screening, and community services prior to their first appointment.

Registered Practical Nurses (RPNs) in this program work as shared resources across multiple primary care practices within the KLH-OHT, helping ensure that every new patient enters the system well-supported, well-informed, and ready for a successful attachment to their new primary care home.

Position Summary

We are seeking a compassionate, detail-oriented **Registered Practical Nurse** to join our Supported Attachment team. The RPN will conduct intake assessments, validate clinical and demographic information, populate EMR fields, identify needs and care gaps, and initiate referrals to community and chronic disease management programs. This role will work both virtually and in-person across multiple clinic sites.

Key Responsibilities

- Conduct patient intake and assessment using electronic, telephone, or in-person modalities.
- Review, validate, and import intake information into the EMR.
- Identify care gaps and act on flagged needs (e.g., chronic conditions, overdue screening, social determinants of health).
- Initiate early referrals via the KLH-OHT eReferral Navigation Platform.

- Coordinate and prioritize patient scheduling based on clinical need.
- Collaborate with primary care teams to streamline onboarding workflows.
- Support ongoing program evaluation and reporting.

Qualifications

- Registered Practical Nurse in good standing with the College of Nurses of Ontario.
- Experience in primary care, community health, or care coordination considered an asset.
- Strong clinical assessment and charting skills.
- Proficient with electronic medical records (e.g., PS Suite, Telus PSS) and digital tools.
- Demonstrated understanding of health equity, social determinants of health, and rural health delivery.
- Excellent communication and interpersonal skills.
- Ability to work independently across multiple sites; valid driver's license and access to reliable transportation.

What We Offer

- Opportunity to be part of an innovative, system-wide initiative supporting equitable access to primary care
- A collaborative, supportive team environment
- Hybrid work model with flexibility
- Professional development opportunities aligned with the KLH-OHT's quality and integrated care priorities
- Competitive compensation and health and dental benefit package through the CKLFHT which includes Life, Dep Life, AD&D, Critical Illness, Employee Assistance Plan from day one of employment
- A defined benefit pension plan through the Healthcare of Ontario Pension Plan (HOOPP)

Annual salary: \$49,621 - \$58,139

How to Apply

Please submit your resume and a brief cover letter outlining your interest in this role to:

Kimberlee Smith, CHRL
Human Resources Manager
City of Kawartha Lakes Family Health Team,
55 Angeline St. North, Lindsay, Ontario, K9V 5B7
Fax: 705-328-9401 E-mail: k.smith@cklfamilyhealthteam.com

Applications will be reviewed on a rolling basis until the position is filled.

The CKLFHT supports diversity and is a workplace free from harassment and discrimination. We encourage applications from all qualified candidates, including women, visible minorities, Indigenous peoples, 2SLGBTQ+, and persons living with a disability. If you require a specific accommodation as part of the application process, please call 705-328-9853, ext. 249 or fax: 705-328-9401 or by email at k.smith@cklfamilyhealthteam.com noting **Accessibility Inquiry** in the subject line.

We sincerely thank all applicants for their interest in our Family Health Team, however only those candidates selected to participate in the next steps of the recruitment process will be contacted.