



# **JOB POSTING**

## **REGISTERED PRACTICAL NURSE – DIABETES EYE SCREENING PROGRAM FULL TIME, REGULAR POSITION SALARY RANGE: \$51,668 – \$60,786**

### **Benefits include:**

- Extended Health and Dental benefits including Life, AD&D and LTD
- Healthcare of Ontario Pension Plan (HOOPP)
- Employee Assistance Program (EAP)
- Paid time off (vacation, sick and personal days)
- Professional development time and funds

South Riverdale Community Health Centre is a non-profit, multi-service organization that provides primary healthcare, social and community outreach services with an emphasis on health promotion and disease prevention primarily to people of East Toronto. Our mission is to improve the lives of people that face barriers to physical, mental, spiritual and social well-being. We do so by meaningfully engaging our clients and communities, ensuring equitable access to primary health care and delivering quality care through a range of evidence informed programs, services and approaches. As a leader in community health, our locally and internationally recognized community services include cutting-edge primary health services, health promotion, harm reduction, environmental health, community food centre and population-based community programs for marginalized peoples. We value health equity and inclusion and respect in our work and in the delivery of our services.

The Registered Practical Nurse works in support of the Diabetes Eye Screening Program providing retinal screening services to patients at multiple locations. This role involves overseeing patient scheduling, referral and follow-up care as well as participating in promoting awareness of the program to clients and external providers. Utilizing user friendly Optical coherence tomography (OCT) camera, the RPN screens clients for Diabetic Retinopathy and utilizes OTN to share information with a Retinal Specialist. In addition, this role provides back-up support to the broader clinic utilizing standard applicable skills and procedures. Working onsite is required.

### **Responsibilities:**

- Responsible for eye screening, visual acuity and retinal screening of in-coming Tele-Ophthalmology patients to the Centre and community members in partnership with other Registered Practical Nurses; involves administering eye drops, eye pressure check and using ophthalmology cameras
- Participates in the development, implementation, promotion, monitoring and evaluation of the program and its services
- Works with the Service Administration Team to support registration, scheduling and orientation to Tele-Ophthalmology services for new clients
- Coordinates infection control and sterilization of equipment
- Maintains a fully equipped clinic through ordering of laboratory/medical supplies
- Assists with maintenance of medical equipment both by internal and external (supplier)
- Ensures exam rooms, laboratory and medical supply cupboards are kept safe, clean and stocked
- Manages the medications supply cabinet, including samples and ensures safety and security of the supply
- Ensures the availability of sterile clinical equipment by autoclaving as necessary



- Ensures best practice standards are met as they pertain to the autoclaving of equipment and supplies
- Ensures maintenance of medical equipment as per maintenance measures
- Coordinates collection, disposal and pick-up of Bio-hazardous waste
- Provides written reports of activities
- Keeps timely, accurate records of clients seen and ensures confidentiality of any documentation of client encounter data
- Participates in chart, case consultations and clinical meetings
- Integrates health promotion into each interaction with individuals, families or groups
- Incorporates health care advances into practice and adjusts practice to the changing demographics and evolving needs of the community
- Maintains professional competence
- Maintains knowledge of current social/health issues and infection control processes
- Collaborates across the organization to identify and provide health education to target groups
- All other duties as required

#### **Qualifications:**

- Successful completion of a Practical Nursing Diploma Program
- Currently registered as a Registered Practical Nurse with the College of Nurses of Ontario
- Experience as a Registered Practical Nurse in a primary health care setting
- Excellent proficiency in the use of computer technology and various software applications (MS Office, E-mail, Internet, Electronic Health Records)
- Strong verbal and written communication skills
- Respect for diversity, equity and accessibility with the ability to work collaboratively and positively with others
- Understanding of and interest in the use of communications and learning technologies in health care delivery
- Comprehensive knowledge of applicable occupational health and safety legislation
- Demonstrated ability to work effectively in a multi-disciplinary environment
- Demonstrated commitment to and knowledge of community-based health care
- Demonstrated experience working with disenfranchised populations
- Police clearance documentation will be required for employment
- Proof of double COVID-19 vaccination status will be required for employment

This posting is for an existing vacancy.

**The deadline for applicants is Wednesday, February 25, 2026 at 12:00 p.m. (noon).**

Please mail in your cover letter and resume in confidence to:

The Hiring Committee – RPN - DESP  
 South Riverdale Community Health Centre  
 955 Queen Street East  
 Toronto, ON M4M 3P3



**Or by email to: [humanresources@srhc.com](mailto:humanresources@srhc.com).**

**Please enter “RPN - DESP” in the subject line of your email.**

No faxes, phone calls, or requests to meet please.

This is a bargaining unit position with CUPE Local 5399.

SRHC welcomes applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.



SRCHC is an equal opportunity employer. We would like to thank all those that apply but only those selected for an interview will be contacted.

SRCHC encourages applicants who are racialized (IBPOC) and/or applicants who face any barriers as a result of systemic discrimination to apply for this position.

SRCHC encourages a scent-free environment. Employees, students, volunteers, and visitors are asked to refrain from wearing fragrances and other scented personal care products (i.e. perfumes, deodorants, lotions, hairspray, etc.) while at the Centre.