

**Job Title:** Medical Clinic Nurse

**Job Type:** Temporary Part Time (10 month Maternity Leave Starting June 2026) 3 days/week

**Location:** Arthur, Ontario Year

**Wage:** \$26/hr.

**Posting Date:** June 2026

Interested candidates are invited to submit a resume to [arthurfamilypractice@gmail.com](mailto:arthurfamilypractice@gmail.com)

Please note that we will continue to accept resumes until the position has been filled.

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### **Job Summary**

Seeking motivated individual to work as a part time nurse at a busy medical clinic. Successful candidate must be self-motivated, organized and have strong time management skills, have excellent communication skills, and willing to grow with our practice.

### **Responsibilities**

- Vitals, Immunization, and assisting physicians with procedures when needed
- Answering all incoming calls promptly, accurately, and professionally
- Updating and use of the TELUS EMR system
- Sorting and distributing all incoming faxes and scanned reports into the EMR
- Directing patient flow within the office
- Use of Ocean to track and manage patient referrals, and obtain patient data
- Use of medical directives to help facilitate care for patients with chronic disease and preventive care screening

### **Qualifications:**

- Registered Practical Nurse Diploma or BScN Degree
- Previous experience working in a medical clinic an asset
- Experience with electronic medical records an asset

### **Competencies:**

- Strong Critical thinking skills, decisive and able to prioritize, anticipate needs and self-directed
- Able to take direction from physicians, office manager, head nurse and receptionist
- Excellent multi-tasking, organizational skills, and time-management skills
- Strong written and communication skills
- Able to maintain confidentiality

### **Requirements upon hiring:**

- Proof of current standing with the CNO
- Proof of immunity for Hep B, Varicella, MMR
- Proof of COVID-19 Vaccination
- Current CPR certification
- Police Check Vulnerable Persons