



## NURSE

### JOB SUMMARY

Under the responsibility of the Facility Director and of the Nursing practice Director, the nurse is responsible for all nursing care and collaborates in the management of therapeutic, preventive, diagnostic and research procedures.

### DESCRIPTION OF RESPONSIBILITIES AND TASKS

- Ensures that the organization's policies and procedures are followed and prioritizes the quality of care provided, as well as the safety and well-being of users, in all tasks performed, actions taken and documents prepared.
- Ensures that the quality of care provided is adequate and complies with the organization's existing policies and procedures.
- Ensures that all tasks and actions performed focus on the safety and well-being of users;
- Favors an approach that encourages the user to be responsible for his or her health, taking into account his or her capabilities;
- Assesses the needs of the user and develops the care plan according to the model established;
- Performs the necessary actions to implement the care plan and continuously evaluates results;
- Promotes the prevention of infections;
- Provides training to users and staff;
- Opens users' folders in collaboration with the pharmacist;
- Orders medication;
- Performs follow-up on prescriptions;
- Distributes medication for users;
- Performs nursing procedures such as blood tests, vaccinations, wound care, urine and other tests;
- Writes appropriate and necessary notes in the users' files;
- Makes physical and psychological appointments for users;
- Evaluates emergencies and establishes priorities;
- Participates in interdisciplinary team meetings;
- Ensures the implementation of and compliance with procedures and protocols;
- Ensures physical and psychiatric medical monitoring of users;
- Fulfills any other related task at the request of his or her immediate supervisor.

### SKILLS REQUIRED

- Cegep technical diploma in Nursing or diploma from a nursing school recognized by the Ordre des infirmières et infirmiers du Québec;
- Member of the Ordre des infirmières et infirmiers du Québec;
- Have interest in or experience with substance abusers and the therapeutic community approach;
- Initiative;
- Discretion;
- Sense of priorities;
- Ability to analyse problems;
- Knowledge of Microsoft Office suite: Word, Excel, Outlook, Powerpoint;
- Bilingualism;

- Have interest in clients struggling with substance abuse problems;
- Ability to establish time management priorities;
- Ability to work in a team and establish interpersonal relationships;
- Oral communication skills;
- Ability to work in an intensely emotional environment.

**OTHER INFORMATIONS**

Permanent position, full time (37.5 hours/week)

Day shift, from Monday to Friday

4 vacation week

Sick bank

Benefits, RRSP and other benefits