

# Employment Opportunity

<b>Job Title:</b> Registered Practical Nurse (RPN) – Concurrent Disorders  <b>Job Posting # RPN-CD-054/2025-26</b>	<b>Date Re-Posted:</b> June 3, 2026	<b>Reports to:</b> Team Lead, Mental Health Program  <b>Position Type:</b> Part time-22.5 hours/week Leave Contract Ending March 27, 2027*
	<b>Date Closed:</b> Open till Filled	

**About Organization:**

Punjabi Community Health Services (PCHS) is a pioneer community-based not for profit, charitable organization. PCHS has been fulfilling the needs of diverse populations for 35 years by providing services in the areas of addictions, mental health, geriatric, health promotion, domestic violence, parenting, settlement, and services for women, children, and youth. PCHS has several research studies to its credit and is recognized as an innovative organization for community development and its Integrated Holistic Service Delivery Model. PCHS is accredited by the Commission of Accreditation on Rehabilitation Facilities (CARF) International and Imagine Canada. PCHS is a 2SLGBTQ-sensitive organization.

**Why Work at PCHS:**

- 3 weeks’ paid Vacation to start; 4 and 5 weeks after 3 and 4 years of continuous service.
- 7 days’ paid Personal Time on pro-rated basis
- Comprehensive Benefits package (special benefits for wellness and winter tires)
- Employee Assistance and Family Assistance Plan
- Various employer-paid training programs and professional development opportunities
- Develop and network through robust community and partner events
- Mileage reimbursement as applicable
- Free on-site parking
- Hybrid work model (conditional on the nature of services and funding agreement)

**About Position:**

Registered Practical Nurse (RPN) to provide culturally and linguistically appropriate service to clients and their families who are struggling with mental health and addiction issues. The ideal candidate will possess superior nursing and interpersonal skills, with a demonstrated competence in the field of mental health and addictions. The RPN will develop individual care plans in collaboration with the multidisciplinary team and assist in developing strategies to address mental health and addiction needs. The RPN will be committed to the continuous professional development of their nursing competencies.

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**\*Note:** This is a **part-time contract (22.5 hours per week)** covering leave. The duration of the contract is approximately 12 months, ending March 27, 2027 and dependent on employee returning from leave.

## **Qualifications, Experience and Skills:**

- Successful completion of a Practical Nursing Diploma Program from a recognized institution
- Preferred 1-2 year experience in the addiction/mental health sector
- Currently registered with the College of Nurses of Ontario
- Knowledge and experience in family-centered mental health and substance abuse
- Knowledge of culturally competent practices
- Maintain client records/files according to PCHS standards
- The ability to work individually and as part of a multidisciplinary team
- The ability to work collaboratively with community partners
- Working skills of MS Word, Excel, PowerPoint, Web browsing and email
- Familiarity with Cloud technology and Share-Point is an asset
- Superior time management skills, multitasking and ability to prioritize tasks with minimal supervision
- Knowledge of additional languages including Punjabi, Hindi, Urdu and Tamil
- Consistent commitment to professional development
- Strong interpersonal skills, be able to work independently and within a team
- Strong verbal and written communication skills including presentation skills and the ability to communicate information to a variety of stakeholders effectively
- Excellent computer skills with advanced proficiency in Microsoft Office
- Familiarity with Cloud technology and SharePoint will be an asset

## **Requirements:**

- Must possess a valid Ontario Driver's License, have regular access to a reliable vehicle and provide proof of adequate vehicle insurance
- A satisfactory current Vulnerable Sector Screening (Police Check) report
- Current CPR and First-Aid certification Level C-AED
- Vaccines (COVID-19 and others) are encouraged

## **Key Responsibilities:**

- Perform assessments
- Develop, implement and evaluate the plan of client care for clients experiencing a variety of mental health and substance abuse issues
- Work with clients from diverse backgrounds and their family members

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- Maintain appropriate documentation
- Communicate with other team members regularly
- Collaborate with the care team to determine the best course of treatment
- Active participation in and contribution to the development of PCHS programs, and services, including monitoring and evaluation of services provided
- Attend and actively participate in team meetings, other client related meetings and program meetings as required
- Other related duties as assigned

**Hours:** Part Time, 22.5 hours per week  
(Some evenings and weekends work is required)

**\*Note:** This is a part-time contract covering leave, 22.5 hours per week. The duration of the contract is approximately 12 months, ending March 27, 2027 and dependent on employee returning from leave.

**Annual Salary Range:** \$28.00 - \$30.76 per hour (salary will be based on 22.5 hours per week)

**Position to commence:** March 2026

**Please submit resume to the Hiring Committee at [hr@pchs4u.com](mailto:hr@pchs4u.com).**

Please add **Job Posting # RPN-CD-054/2025-26** to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

**Equity, Diversity, Inclusion Statement:** PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, 2SLGBTQ, persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that comply with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at [hr@pchs4u.com](mailto:hr@pchs4u.com)

**Use of AI:** We use an applicant tracking system (ATS) to organize applications and improve efficiency. Every application is comprehensively reviewed by our recruitment team to ensure a thorough assessment of your experience, skills, and potential. AI is not used to make hiring decisions.

**Disclaimer:** PCHS only posts jobs on verified platforms and **never** requires candidates to pay fees. To apply safely, please send your resume directly to [hr@pchs4u.com](mailto:hr@pchs4u.com). Do not submit personal information through any other website or link.