

REGISTERED NURSE – Administrative Floor Support Nurse

Employment Status:	Temporary, Full-Time (Up to April 2027)
Compensation:	\$39.07 to \$56.00 per hour commensurate with experience and in accordance with the ONA Collective Agreement
Hours:	7:00 am – 3:00 pm/3:00 pm – 11:00 pm (75 hours bi-weekly)
Location:	Strathmere Lodge, 599 Albert Street, Strathroy, ON

POSITION OVERVIEW

The Floor & Administrative Support Registered Nurse provides leadership, coordination and functions as a support to staff members in staffing/scheduling, job duties and responsibilities, problem solving, critical thinking, and conflict resolution to ensure efficient day-to-day operations and activities. The Floor & Administrative Support Registered Nurse will offer professional guidance in collaboration with a multidisciplinary team related to health, wellness, disease prevention, and safety to Registered Practical Nurses and Personal Support Workers. They will act as a mentor to staff members facilitating physician orders, and interpreting and evaluating diagnostic tests to identify and assess a resident's condition. The Floor & Administrative Support Registered Nurse will also perform administrative duties as directed by the Director of Resident Care or Assistant Director of Resident Care while always maintaining the confidentiality and privacy of residents.

QUALIFICATIONS

- Bachelor of Science in Nursing (BScN) or education and experience that allows the RN to practice at full competence.
- Current certificate of registration as a Registered Nurse with the College of Nurses of Ontario (CNO).
- Experience in a geriatric, rehabilitation or long-term nursing setting.
- Completion of a course in geriatric nursing such as Nursing Unit Administration preferred.
- Proven assessment, planning, implementation and evaluation skills related to establishing priority for resident care.
- Excellent verbal and written communication skills for interacting with residents, families, healthcare professionals, and administrative staff.
- Demonstrated commitment to nursing excellence, with the capability to inspire and lead others.
- Current CPR certification.
- Current Vulnerable Sector Check and TB Testing that is satisfactory to Strathmere Lodge/Middlesex County.

WHY CHOOSE STRATHMERE LODGE?

Strathmere Lodge is a not-for-profit, long-term care home that is owned by Middlesex County. Opened in 2006, this facility sits on a five-acre site on the outskirts of Strathroy. The home provides care to 160 residents in accordance with Ontario legislation and standards established and monitored by the Ministry of Long-Term Care.

At Strathmere Lodge, you will have a chance to make an impact in your everyday work and build lasting relationships. We offer a culture that values inclusion, diversity, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by 4:30 p.m. on **October 1st, 2026**.

Existing Vacancy: we are currently hiring a candidate for an existing vacancy.

Artificial Intelligence: we do not use AI to screen, assess, or select candidates.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

WHAT WE OFFER

Employee Recognition Events
Professional Development
OMERS Pension Plan
Pay in Lieu of Benefits
Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



STRATHMERE LODGE POSITION DESCRIPTION

TITLE:	Floor & Administrative Support Registered Nurse
REPORTS TO:	Director of Resident Care, Assistant Director of Resident Care
DEPARTMENT:	Nursing
POSITIONS SUPERVISED:	Registered Practical Nurses, Personal Support Workers
EFFECTIVE DATE:	August 2022
HOURS OF WORK:	7:00 a.m.-3:00 p.m., 3:00 p.m.-11:00 p.m.

POSITION SUMMARY

The Floor & Administrative Support Registered Nurse provides leadership, coordination and functions as a support to staff members in staffing/scheduling, job duties and responsibilities, problem solving, critical thinking, and conflict resolution to ensure efficient day-to-day operations and activities. The Floor & Administrative Support Registered Nurse will offer professional guidance in collaboration with a multidisciplinary team related to health, wellness, disease prevention, and safety to Registered Practical Nurses and Personal Support Workers. They will act as a mentor to staff members facilitating physician orders, and interpreting and evaluating diagnostic tests to identify and assess a resident's condition. The Floor & Administrative Support Registered Nurse will also perform administrative duties as directed by the Director of Resident Care or Assistant Director of Resident Care while maintaining the confidentiality and privacy of residents at all times.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Promotes, maintains and provides acceptable nursing standards and care in accordance with administrative policies, physician orders, established standards and recognized principles of the College of Nurses.
- Ongoing assessment of resident's conditions through recognizing and interpreting signs and symptoms and instituting remedial health measures where appropriate while maintaining accurate and complete records of nursing observations and care.
- In consultation with the Nursing Coordinator, keeps physicians informed of unstable conditions of any residents.
- In consultation with the Unit Floor Nurse, administers medications and treatments as prescribed while ensuring the safekeeping of all medications and narcotics.
- Assists in developing and maintaining up-to-date resident care plans.
- Completes all resident assessments as per Strathmere Lodge policy and procedures.
- Ensures that incident/accident reports are completed, and families are notified.
- Assists in training staff members.
- Develops and implements unit orientation for new residents and staff members.
- Identifies and reports all resident care and/or staff issues to DRC, ADRC or Administrator.

- Assists the DRC or ADRC with employee performance evaluations of Registered Practical Nurses and Personal Support Workers.
- Provides supervision and guidance to Registered Practical Nurses and Personal Support Workers.
- Provides support and assistance to floor staff members including the replacement of staff and completion of daily duties (including cart cleaning, checking for expired medications, etc.).
- Handles all Nursing Department communication in collaboration with the DRC and ADRC including incoming/outgoing calls, resident and family inquiries, staff member questions etc.
- Establishes and maintains good working relationships with all staff members at Strathmere Lodge.
- Fosters a culture of resident and staff safety in accordance with the Occupational Health & Safety Act, the *Fixing Long-Term Care Act, 2021*, and other applicable legislation.
- Performs all other duties as assigned.

QUALIFICATIONS

Education & Experience

- Bachelor of Science in Nursing (BScN) or education and experience that allows the RN to practice at full competence.
- Current certificate of registration as a Registered Nurse with the College of Nurses of Ontario (CNO).
- Experience in a geriatric, rehabilitation or long-term nursing setting.
- Completion of a course in geriatric nursing such as Nursing Unit Administration preferred.

Knowledge, Skills and Abilities

- Proven assessment, planning, implementation and evaluation skills related to establishing priority for resident care.
- Proficiency in using Microsoft Office Suite including Word and Excel, and scheduling software.
- Excellent verbal and written communication skills for interacting with residents, families, healthcare professionals, and administrative staff.
- Exceptional organizational skills with strong critical thinking and problem-solving abilities.
- Demonstrated commitment to nursing excellence, with the capability to inspire and lead others.
- Demonstrated knowledge and ability in conflict prevention and resolution.
- Ability to adapt and work in a constantly changing environment.
- Ability to collaborate effectively within a multidisciplinary team.

Other

- Current Criminal Record Check with Vulnerable Sector Screening that is satisfactory to Strathmere Lodge/Middlesex County.
- Current CPR certificate.
- Completion of TB testing (a 2-step TB skin test must be completed within the last twelve (12) months, or a 1-step TB skin test within the last twelve (12) months will be accepted with proof that a 2-step TB test was previously completed).