



JOB POSTING: Algoma Residential Community Hospice

Position Description: Clinical Intake, Referral & Administrative Support Nurse (RPN) – Temporary (Maternity Leave)

(Administrative Position – Non-Union)

Posted:	Externally: September 8th , 2026
Position Title:	Registered Practical Nurse
Posting Number:	2026-09-01-01
Shifts:	8 hour shifts, Days
Department:	Care Team
Status:	Temporary Full Time
Rate of Pay:	\$32.96
Reports to:	Clinical Care Manager
Application Deadline:	September 18th, 2026
Application submissions:	Electronically to busuttilj@archhospice.ca

About the Position

ARCH Hospice invites applications for the position of Clinical Intake, Referral and Administrative Support Nurse (RPN). This administrative role plays an important part in supporting coordinated intake, admissions, and day-to-day clinical operations across ARCH Hospice.

Position Details

- Position Status: Full-Time, Temporary (1.0 FTE)
- Role Breakdown: 0.6 FTE Intake & Referral Coordination / 0.4 FTE Administrative Nurse
- Reports To: Clinical Care Manager
- Position Type: Administrative / Non-Union

Position Summary

The Clinical Intake, Referral and Administrative Support Nurse (RPN) supports ARCH Hospice's coordinated intake processes and provides essential administrative and clinical support to the Clinical Care Manager and care team. This role ensures timely, appropriate admissions, supports quality documentation and reporting, and contributes to the smooth functioning of daily clinical operations.



Key Responsibilities

Clinical Intake & Referral Coordination:

- Conduct assessments of potential residents in alignment with ARCH Hospice admission criteria
- Coordinate intake and referral processes with physicians, nurse practitioners, community partners, and internal clinical leads
- Provide case-based support for palliative patients in acute care settings to avoid unnecessary hospital admissions
- Advocate for appropriate community resources where applicable
- Participate in identifying gaps and opportunities within palliative care services across Algoma

Administrative Clinical Support:

- Assist the Clinical Care Manager with staff scheduling and coordination of leave and education time
- Conduct chart audits and documentation reviews to ensure compliance with standards and regulations
- Support clinical data collection, statistics, and reporting requirements
- Provide general administrative support to clinical leadership

Qualifications & Requirements

- Current registration with the College of Nurses of Ontario (RPN), in good standing
- Minimum 2–3 years of relevant clinical experience
- Knowledge of palliative and supportive care services
- Strong organizational, communication, and interpersonal skills
- Comfort working in a hospice environment and supporting end-of-life care
- Computer literacy in a Microsoft Office environment



- Valid driver's licence and reliable transportation

How to Apply

Candidates are invited to submit a resume and cover letter outlining their interest in the position to Jennifer Busuttil at busuttilj@archhospice.ca no later than Friday, September 18th at noon.