



Registered Practical Nurses
Association of Ontario

The Registered Practical Nurses Association of Ontario

Position Title: Professional Practice Associate (1-Year Contract)

Reports To: Director, Professional Practice

The Association

WeRPN is a not-for-profit member-based professional association founded in 1958. We are the voice of registered practical nursing in Ontario where over 60,000 RPNs play a vital role in the province's health care system. WeRPN's role is to provide advocacy and member services in support of a quality health care system and the appropriate utilization of RPNs within that system. Learn more at www.werpn.com

The Position

The Professional Practice Associate works under the direction of the Director, Professional Practice to promote WeRPN retention and recruitment efforts in collaboration with members of the professional practice team. Accountabilities align with WeRPN strategic goals, including career related accountabilities focused on presenting practical nursing as a career choice in a variety of forums with presentations at all levels of education, employer consultation, job career fairs and conferences, in addition to providing individual career support to RPNs, PN students and others. Project coordination accountabilities support strategic direction in relation to professional development as assigned by the Director, Professional Practice.

To facilitate the development, implementation and evaluation of the WeRPN outreach programs, services and projects. To engage in projects related to nursing and professional practice. To support nursing practice research for members and other stakeholders.

This is a maternity/parental leave contract for 1 year.

Duties and responsibilities include but are not limited to the following:

RESPONSIBILITIES

- Achieves operational objectives by contributing information and recommendations to program, project and career development plan; preparing and completing action plans; identifying trends;

determining improvements; implementing change in order to meet the operational objectives and strategic goals of the organization.

- Responsible for responding to inquiries from Registered Practical Nurses, practical nurse students and other individuals to provide assistance and advice regarding practical nurse related career and/or practice issues using a variety of resources that demonstrates evidence-based outcomes.
- Contributes to preparing, updating and presenting career /professional practice presentations and resources for a variety of audiences.
- Supports career development, education and research programs. Contributes to the development, implementation and resources. Contributes to a variety of formats for eLearning programs, literature and communication materials in collaboration with the Director, Professional Practice.
- Manages the data collection, implementation, evaluation and monitoring of professional practice programs and accountable to provide regular data/feedback on the functioning and success of the programs.
- Responsible for maintaining data integrity of Professional Development resources by reviewing and updating existing resources as required or at minimum annually.
- Contributes to program resource development and program facilitation that includes individual and collaborative presentations with external stakeholders, career fairs, conferences and other professional practice initiatives.
- Responsible for representing the Association and presenting to RPNs, practical nursing students, as well as promoting the profession to students and the public at employment fairs and conferences using available resources (i.e. booth, literature, videos, social media).
- Attends meetings as a representative of WeRPN.
- Works in a safe manner; follows policies and procedures.
- Fostering an inclusive work environment, that supports diversity equity and inclusion.
- Engage in growing and maintaining a positive, supportive and collaborative professional culture throughout the organization.
- Other duties as assigned.

QUALIFICATIONS

- Registered Practical Nurse, Bacalaureate preferred
- Active member of the College of Nurses of Ontario in good standing their professional association (WeRPN, RNAO or CNA)
- Minimum of 2 (two) years' experience in a nursing role, professional practice experience preferred
- Comprehensive knowledge of practice settings available for RPNs
- Clear understanding of the role of the RPN in Ontario
- Enthusiasm about the profession of practical nursing
- Well-developed interpersonal and problem-solving skills
- Collaborative skills to work closely with the professional practice team to create and support education, research and career development (resume writing, interview skills and job search techniques) programs
- Monitors and interprets relevant changes in standards, legislation and scope of practice as it pertains to the practice of nursing and the impact for RPNs/the organization to develop the effective planning and implementation strategies

- Excellent verbal, written and active listening communication skills required, French an asset
- Diplomacy with communication skills essential when supporting individuals seeking professional consultation
- Well-developed skills in the delivery of education and presentations through a variety of delivery methods (in person, eLearning, webinars and newsletters) to meet the needs of varied audiences
- Project management skills to organize and implement campaigns, projects and programs related to this role. Including oversee, and prioritize program and project activities within budget and time considerations.
- Self-directed and able to deal with multiple stakeholders while managing multiple priorities
- Flexibility to respond to a rapidly changing environment. Initiative to recognize and act on new opportunities
- Demonstrated ability to liaise/communicate with external stakeholders and internal corporate staff members in a professional and courteous manner
- Computer literacy required to use Association software (Microsoft Office Applications- Word/Excel/PowerPoint) and hardware
- Ability to travel throughout Ontario

Job Type: Full-time (37.5 hours/week)

Location: Mississauga, ON

Start Date: As soon as possible

Application Deadline: March 8, 2026

To apply: Please send your resume and cover letter (saved as one PDF document) to jobs@werpn.com.

We thank you for your interest in working for WeRPN.
Only candidates selected for an interview will be contacted.

Accommodations are available on request for candidates taking part in all aspects of the selection process in accordance with the *Accessibility for Ontarians with Disabilities Act*.
All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.