



INTERNAL/EXTERNAL JOB OPPORTUNITY

KMHC is an expanding hospital centre located on the vibrant Mohawk Territory of Kahnawake; we have a 42-bed inpatient facility in a homelike environment and extensive outpatient services. KMHC is dedicated to strengthening the health and well-being of Onkwehshon:'a (people) and providing quality health and preventative care services.

POSITION: Activity Worker (Home Care Department)
Determinate Full-Time (One-year contract)

JOB SUMMARY: The Activity Worker is an integral member of the Activity Program. He/she is responsible for helping to enhance the daily life of the residents/clients through therapeutic activities. This is achieved by organizing different types of activities, which are an essential part of the physical, social, emotional and intellectual maintenance and development of each individual.

Complete job descriptions are available on kmhc.ca - careers section.

REQUIREMENTS:

- High School Diploma and 2 years' experience or training in leisure and recreation with the elderly
- Valid Driver's Licence
- The employee must frequently lift, push and/or move varied client weights and frequently lift and/or move tables, chairs and other activity room furniture/equipment

SALARY: In accordance to the Quebec Ministry of Health and Social Services (MSSS) reference code 3462, group 733:

\$20.42 - \$23.63 per hour, depending on education and experience.

APPLICATIONS: Please submit an application form, letter of intent, resume and two recent reference letters to:

Human Resources Department
C/O Dawn Marquis-Deere, Human Resources Aide
dawn.marquis.kahnawake@ssss.gouv.qc.ca

*Please note that preference will be given to Indigenous candidates.
Incomplete submission packages will not be considered.*

DEADLINE: Tuesday, May 1st, 2018 3:30 PM



TITLE:	Activity Worker Group 733 Code 3462
DEPARTMENT:	Homecare
SUPERVISOR	Homecare Nurse Manager
STATUS:	Determinate Full-Time
EFFECTIVE DATE:	May 1999
REVISION DATE:	April 2016

JOB SUMMARY

The Activity Worker is an integral member of the Activity Program. He/she is responsible for helping to enhance the daily life of the residents/clients through therapeutic activities. This is achieved by organizing different types of activities, which are an essential part of the physical, social, emotional and intellectual maintenance and development of each individual.

RESPONSIBILITIES

- Fulfill responsibilities and duties in accordance to accepted KMHC policies, procedures and Code of Ethics
- Attends to the recreational and leisure needs of the residents/clients
- Ensures the Activity Program is presented in a professional manner and that professional behavior is maintained towards clients, family members, staff, users and the general public
- Maintains effective communication with residents, clients, families, clinical staff, and caregivers
- Interacts with the residents/clients in order to motivate and stimulate all aspects of each individual
- Assists in the supervision of students and volunteers
- Has attitudes and behaviors which assure the provision of safe care and services
- Is vigilant and takes responsibility to ensure a safe environment for all
- Declares all risk situations, near misses or accidents that are witnessed or discovered on KMHC premises

DUTIES

- Assists, participates and conducts activities; games, exercises, arts and crafts, socialization, discussions, parties, trips, etc.
- Prepares all aspects of activities that he/she is conducting for morning, afternoon and evening sessions, in accordance to department procedure; instruction, information, and set-up

- Assists in preparing the room and organizing activities for morning, afternoon and evening sessions
- Assists in keeping the room, workplaces and cupboards clean, and decorating the room for special occasions
- Ensures a safe environment for activities to be conducted
- Encourages residents/clients to be involved in activities
- Escorts residents/clients to and from their rooms before and after activities when necessary
- Assists residents/clients with Activities of Daily Living (ADL)
- Assists in planning the monthly calendar of events
- Records statistics
- Assists in monitoring the well-being of the residents/clients during lunchtime if needed
- Assists in ordering lunches, preparing tables for lunch, passing and collecting lunch trays and feeding clients when necessary
- Assists in getting glasses, cups, serving coffee and refreshments
- Prepares and conducts one-on-one activities
- Attends department meetings, scheduled workshops, training courses etc.
- Makes phone calls to clients to confirm daily attendance
- Acts as a van monitor ensuring safety when picking up and dropping off clients from their homes
- May be required to drive van to pick up and drop off clients when necessary

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

High School Diploma and two (2) to five (5) years of experience or training in leisure and recreation with the elderly

Experience or training in working with clients with dementia

CPR Certification

Valid Driver's Licence

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals

Ability to communicate effectively both verbally and written

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, squat, kneel, bend, walk and sit for long periods of time

The employee must frequently lift, push and/or move varied client weights and frequently lift and/or move tables, chairs and other activity room furniture/equipment

Other Qualifications:

- Ability to work independently and in a team setting
- Knowledge of Mohawk language, culture and history an asset
- Attentive listener and good communications skills
- Ability to develop and implement different types of activities
- Ability to follow directions/plans, and provide/receive feedback
- Genuine ability to develop a trusting relationship with residents/clients
- Caring and compassionate for residents/clients
- Ability to assume initiative in a creative way
- Available to work flex hours and on weekends

The employee shall perform the services outlined in the above job description, including any related or incidental duties and responsibilities that may be assigned to him/her at any given time.

Incumbent

Date

Manager



Tehsakotitsén:tha

Kateri Memorial Hospital Centre

P.O. Box 10, Kahnawake, QC J0L 1B0

Tel: (450) 638-8930 Fax: (450) 638-4634

www.kmhc.ca

APPLICATION FOR EMPLOYMENT

Name: _____
Last Name *First Name* *Middle Name*

Address: _____

Telephone: _____ Cell: _____

E-Mail: _____

Type of Work Sought: _____

Full-time Part-Time Availability/On-Call *(Please select all that apply)*

Date on which you would be ready to work: _____

Can you work any shift if required (if not, please explain): _____

Have you worked for us before? _____ If yes, when? _____

What experience, skills or qualifications do you possess that would make you a good candidate for a position at KMHC? _____

EDUCATIONAL BACKGROUND *(Copies of certificates, diplomas and/or degrees must be provided)*

Type of School	Name and Address	From	To	Diploma Attained	Course or Major
Secondary					
College					
Post Graduate					
Business/Trade					
Other					

EMPLOYMENT HISTORY *(Please list most recent employers first)*

Dates		Name & Address of Employer	Supervisor's Name & Title	Reason For Leaving
From	To			

Please describe in detail the work you did: _____

Dates		Name & Address of Employer	Supervisor's Name & Title	Reason For Leaving
From	To			

Please describe in detail the work you did: _____

EMPLOYMENT HISTORY *(Continued)...*

Dates		Name & Address of Employer	Supervisor's Name & Title	Reason For Leaving
From	To			

Please describe in detail the work you did: _____

Dates		Name & Address of Employer	Supervisor's Name & Title	Reason For Leaving
From	To			

Please describe in detail the work you did: _____

LANGUAGE PROFICIENCY *(Please check all that apply)*

Language	Level of Competence	Speaking	Reading	Writing
Kanien'ke:ha	Fluent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient for work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Some knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	Fluent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient for work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Some knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
French	Fluent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Sufficient for work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Some knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REFERENCES

Please provide the names and contact information for 3 professional references who can supply information pertinent to your work performance (*excluding relatives*):

Name, Occupation & Organization	E-Mail Address	Telephone Number(s)

I, the undersigned, declare that the information provided in this application is true and accurate. I authorize the Kateri Memorial Hospital Centre (KMHC) to contact any of the organizations listed on this application to verify past/present employment and/or my educational background. Furthermore, I authorize KMHC to call or write my professional references to conduct a reference interview and I consent to a medical examination and security check.

I understand that any employment offer can be made conditional upon my successful completion of interviews, ability tests, psychological tests, security checks and medical examinations for the purpose of evaluating my professional ability to perform the tasks and discharge the responsibilities related to the employment to which I could be offered.

I understand that any deliberate misrepresentation of facts will lead to the rejection of this application, or, if such be the case, immediate dismissal.

I agree to present a valid Canadian Social Insurance Number after an offer of employment has been made, and I attest that I am legally eligible to work in Canada.

I will not disclose, either during or at any time subsequent to my employment, or authorize the disclosure of confidential information or knowledge concerning any matter of which I may become aware of relating to clients/residents or to the business of KMHC.

In consideration of my appointment, I hereby agree to conform to the rules and regulations of KMHC while in its employ.

Date

Signature