



Tehsakotitsén:tha

Kateri Memorial Hospital Centre

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

Tel: (450) 638-3930 Fax: (450) 638-4624

www.kmhc.ca

INTERNAL/EXTERNAL JOB OPPORTUNITY

KMHC is an expanding hospital located in the unique and vibrant Mohawk community of Kahnawake, 15 kilometers from downtown Montreal on the south shore. KMHC offers a 43-bed facility (33 long-term and 10 acute-care beds) with extensive ambulatory health care services.

POSITION: 3 Nurse's Aides and Orderlies (Préposé aux Bénéficiaires – PAB's)
Indeterminate Availability (Permanent On-Call)

JOB SUMMARY: The PAB is an integral auxiliary member of the nursing team who is responsible and accountable for the care of residents/clients under the supervision of a professional nurse.

Complete job descriptions are available on our website, kmhc.ca.

- REQUIREMENTS:**
- Préposé aux Bénéficiaires diplôme d'études Professionnelles (DEP) with one year of job-related experience
 - Principes de Déplacement Sécuritaires des Bénéficiaires (PDSB) certificate
 - Cardiopulmonary Resuscitation (CPR) certificate
 - Must be able to participate in physically demanding work (i.e. turn and position bedridden residents/clients and move them to and from chairs/beds)
 - **Must be available to work rotating shifts (days, evenings, nights and weekends)**

SALARY: In accordance to the Quebec Ministry of Health and Social Services (MSSS) reference code 3480, group 326:

\$ 19.47 - \$ 21.37 per hour depending on years' 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@rrsss16.gouv.qc.ca

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

DEADLINE: **Wednesday, March 14th, 2018 3:30 PM**



TITLE:	Préposé aux Bénéficiaires (PAB) Group 326 Code 3480
DEPARTMENT:	Inpatient Department
SUPERVISOR:	Inpatient Nurse Manager
STATUS:	Indeterminate Availability
EFFECTIVE DATE:	May 1999
REVISION DATE:	April 2016

JOB SUMMARY

The PAB is an integral auxiliary member of the nursing team who is responsible and accountable for the care of residents/clients under the supervision of a professional nurse. The PAB reports changes observed in the residents/clients to the residents/clients nurse. He/she must give and receive reports to their assigned residents'/clients' nurse. He/she is responsible for adhering to all standards of care, all hospital policies and for promoting teamwork among coworkers. The PAB is required to attend in-service education programs, staff and unit meetings.

RESPONSIBILITIES

- Fulfills duties in accordance to department policies, procedures, schedules and KMHC personnel policies
- Assists the nursing staff in meeting the hygiene and comfort needs of residents/clients
- Records and reports on resident/client Activity of Daily Living (ADL) sheets as required by department policies and procedures
- Ensures safety measures are followed in the residents/clients environment, while providing care and when transporting residents/clients
- Is an advocate for the residents/clients and reports any abuse reported to them to the Nurse Manager
- 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

Personal Hygiene:

- Provides assigned residents/clients with bathing, mouth care, skin care (back rub using lotion and special care as instructed), personal grooming, perineal care, washing hair, cleaning nails and facial shaves

Sleep and Comfort:

- Provides a clean, dry and comfortable bed
- Positions residents/clients in proper body alignment and turns them as specified by their care plan

- Ensures bedrail(s) are in the upright position as required and in accordance with the guidelines of being restraint free
- Ensures a call bell is within reach and functioning properly for residents/clients when they are in a bed and/or chair

Nutrition:

- Delivers and distributes meal trays
- Assists and/or feeds the residents/clients, gives food supplements, snacks and extra fluids as required
- Provides clean ice water on each shift
- Records and reports intake of food and fluid in accordance to procedures of the department

Elimination:

- Positions residents/clients on bedpans, urinals and commodes
- Empties and places clean liner in commodes and records bowel movements on ADL sheets
- Toilets residents/clients according to their individualised care plan for bladder and bowel regime
- Washes, dries and changes incontinent residents/clients
- Empties and cares for urine drainage bags in accordance to department procedures
- Measures and records urine output as required by nursing care plan
- Gives perineal care to residents/clients with in-dwelling and external catheters

Exercise:

- Encourages and assists residents/clients to increase or maintain their level of ambulation in accordance to their PAB assignment sheets.

Safety:

- Ensures residents/clients rooms remain free of clutter and the pathway to their bathroom is clear
- Cleans up spills of vomitus, urine and feces on floors or surface areas to prevent accidents and cross-infection
- Ensures that stretchers, beds and wheelchairs are in a locked position when required
- Ensures that needed articles are within reach for the residents/clients
- Ensures that the smoking policy is enforced
- Follows the fire policy and procedures
- Is responsible for knowing and using hospital equipment properly and under the direction of a Registered Nurse
- Reports faulty equipment immediately to the nurse in charge and/or fills in a work order sheet to repair the problem
- Takes filled laundry hampers to the laundry department
- Cleans utility rooms and the/tub linen room
- Defrosts and cleans the small refrigerator
- Cleans equipment including intravenous poles, commodes and geriatric chairs on a scheduled basis
- Puts away supplies, equipment and linen/laundry
- Ensure all bed and chair alarms are in place and working properly

Resident/Client Admission:

- Ensures the room is prepared for admission
- Takes residents/clients weight upon admission

Resident/Client Discharge:

- Strips bed of all linens
- Clears the room of all medical equipment
- Washes commodes and basins
- Ensures that the resident's/client's belongings are packed for their family to bring home

Restraints:

- Is aware that restraints are only to be used as a last resort in accordance with the guidelines of being a least restraint environment
- Applies restraints as required, according to nursing procedure
- Checks residents/clients according to their nursing care plan and Medical Doctor's orders
- Ensures that the residents/clients are properly secured when seated or when being transported
- Is aware of the alternatives used in the place of restraints, including bed/chair alarms, floor pads, hip protectors and knows where they are kept

Fall Prevention:

- Ensures that the residents/clients are wearing proper footwear while ambulating
- Ensures that the residents/clients have any equipment needed to ambulate including walkers, canes or wheelchairs

Wandering Resident/Client:

- Keeps track of the whereabouts of confused, wandering residents/clients at all times
- Notifies the nurse immediately of any residents/clients that are absent from the unit

Psychosocial and Spiritual:

- Maintains residents/clients level of orientation by the use of verbal and non-verbal communication
- Participates in residents/clients planned activities

General Duties:

- Follows policies and procedures for infection control
- Performs post-mortem care
- Responds promptly to call bells
- Reports to the nurse in charge at the start and end of each shift and whenever leaving and/or returning to the unit
- Responsible to learn how to operate any equipment that is in use on the unit

Miscellaneous Duties:

- Reports any changes or observations in residents/clients status and condition
- Responds to all call bells from the residents/clients and all emergency bells
- Assists in answering telephones as required
- Assists in transporting residents/clients to and from hospitals for appointments as required

- Escorts residents/clients outdoors on hospital premises as needed
- Relieves co-workers for meals and breaks
- Delivers messages for the unit within the hospital
- Assists with any emergencies that may arise
- Carries out other related tasks upon discussion and agreement, as requested by the nurse in charge

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

PAB Diplôme d'études Professionnelles (DEP) with one (1) year of job- related experience
 Principes de Déplacement Sécuritaires des Bénéficiaires (PDSB) training
 Cardiopulmonary Resuscitation (CPR) training

Language Skills:

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

Mathematical Skills:

Basic mathematical skills

Reasoning Ability:

Ability to carry out detailed written and oral instructions

Physical Demands:

Regularly participates in heavy-duty work
 Regularly pushes, lifts and/or moves varied resident/client weights and/or equipment
 Must turn and position bedridden residents/clients
 Moves residents/clients to and from chairs and beds
 Occasionally moves beds when moving residents/clients from room to room
 Regularly required to handle objects, tools, controls, stand, walk and reach with hands and arms
 Occasionally required to climb, balance, stoop, kneel and crouch

Other Qualifications:

Knowledge of Mohawk language, culture and history an asset
 Available to work shift work on all three shifts plus every second week end

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



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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