



Tehsakotitsén:tha

Kateri Memorial Hospital Centre

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

Tel: (450) 638-3930 Fax: (450) 638-4634

www.kmhc.ca

INTERNAL/EXTERNAL JOB OPPORTUNITY

Second (2nd) Posting – October 3, 2017

KMHC is an expanding hospital centre located on the vibrant Mohawk Territory of Kahnawake; we have a 43-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: Social Worker – Indeterminate Part-Time (21 hours per week)

JOB SUMMARY: As a member of the multi-disciplinary team, the Social Worker will provide Social Services to an assigned patient population.

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

- REQUIREMENTS:**
- Bachelor's degree in Social Work
 - Membership in good standing with the Ordre des travailleurs sociaux et des thérapeutes conjugaux et familiaux du Québec
 - At least 3 years' experience as a Social Worker in a Hospital setting
 - Proficient in English and French; knowledge of the Mohawk language, culture and history, an asset
 - Experience in cross-cultural and/or Native community setting is desirable

SALARY: In accordance to the Quebec Ministry of Health and Social Services (MSSS) reference code 1550, group 703: \$23.49 to \$43.25 per hour, depending on 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: **Tuesday, October 17, 2017 3:30 PM**



| | |
|------------------------|--|
| TITLE: | Social Worker 0.6 Group 703 Code 1550 |
| DEPARTMENT: | Inpatient Department |
| SUPERVISOR: | Inpatient Nurse Manager |
| STATUS: | Indeterminate Part-Time |
| EFFECTIVE DATE: | |
| REVISION DATE: | September 2017 |

GENERAL RESPONSIBILITIES

As a member of the multi-disciplinary team, the Social Worker will provide Social Services to an assigned patient population.

RESPONSIBILITIES

- Has attitudes and behaviours which assure the provision of safe care and services
- Is vigilant and takes responsibility to ensure a safe environment for all
- Declare all risk situations, near misses or accidents that are witnessed or discovered on KMHC premises

MAJOR FUNCTIONS AND DUTIES

- To conduct Social Service intake of residents, clients and/or families for the purpose of evaluating the need for service, the nature of the problem and resulting in the formulation of recommendations and appropriate treatment plan
- To engage in initial and ongoing social work and multi-disciplinary treatment plans with residents, clients and/or families
- To engage in discharge planning with residents, clients and/or families as well as the multi-disciplinary team, to arrange and provide follow-up for discharged patients as required; to link discharged patients to appropriate community resources as required
- Responsible for all discharge referrals to the Turtle Bay Elders Lodge and/or all other necessary referrals to ensure a safe discharge for the resident or client
- Provide support and encouragement to the resident, client and family during all processes of the hospitalization, i.e. admission, transfer and/or discharge
- To collaborate closely with the multi-disciplinary team to ensure comprehensive resident and client care; to sensitize multi-disciplinary colleagues to the psychosocial aspects of illness and disability; to provide consultation to the team on psychosocial issues
- To advocate for residents and clients' needs and rights within the hospital
- To participate in the assessment of social service needs in the assigned service area
- To identify gaps in the network of resources for assigned patient populations and services
- To participate in hospital and organizational committees to plan and provide overall hospital services, as required

- To manage a caseload and meet administrative requirements with regards to registration, recording, completion of statistics and any other reports necessary to document workflow and to facilitate communication
- Organize family meetings when necessary
- Provide support and encouragement to residents, clients and families during the stages of assessment and discharge
- Provide counseling of residents, clients and families in adjusting to the social and emotional consequences of illness, loss and long-term care
- Responsible for the respite services (intake, scheduling, calendar, notifying families etc)
- To liaise with community resources, including the Mohawk Council of Kahnawake (MCK), Indigenous and Northern Affairs Canada (INAC) and Kahnawake Shakotia'takehnhas Community Services (KSCS).

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

Bachelor's Degree in Social Work

Familiarity with the Health and Social Service Network of Quebec

Membership and is in good standing with the Ordre des travailleurs sociaux et des thérapeutes conjugaux et familiaux du Québec (OTSTCFQ - Professional Order of Social Workers of the Province of Quebec)

Minimum three (3) years of experiences as a Social Worker in a hospital setting

Other Qualifications:

Knowledge of Mohawk language, culture and history an asset

Proficient in English and French

Experienced in cross-cultural and/or native community setting is desirable

Demonstrated ability to function independently in treatment and assessments

Ability to be flexible and sensitive to a changing community approach to social service delivery

Able to work flexible hours

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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Website: 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

| 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: _____

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

Please describe in detail the work you did: _____

REFERENCES

Please give the names and contact information of a minimum of 3 references who can supply information pertinent to your work performance (*excluding relatives*):

| Name and Occupation | Address | Telephone Number |
|---------------------|---------|------------------|
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I authorize the Kateri Memorial Hospital Centre to call or write to my present/former employers and/or references and I consent to a medical examination. It is understood that unfavorable reports in either of these areas could prevent employment.

I, the undersigned, declare that the information provided in this application is true. 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 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 the hospital.

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

Date

Signature