



# 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](http://www.kmhc.ca)

### INTERNAL/EXTERNAL JOB OPPORTUNITY

*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:** Children's Oral Health Initiative (COHI) Dental Hygienist

**JOB SUMMARY:** The goal of the Oral Health Strategy - COHI is to address the high rates of preventable dental disease and to provide First Nations and Inuit communities with opportunities to:

- Implement and participate in a program to address and reduce dental disease incidence;
- Reduce untreated disease burden within communities;
- Promote good oral health practices.

*Complete job descriptions are available on our website, [kmhc.ca](http://kmhc.ca).*

**REQUIREMENTS:**

- Post-Secondary Diploma in Dental Hygiene
- Member of the Ordre des hygiénistes dentaires du Québec
- Knowledge of First Nations and Inuit communities

**SALARY:** In accordance to the Quebec Ministry of Health and Social Services (MSSS) reference code 2261, group 711

**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](mailto: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, February 8<sup>th</sup>, 2017 3:30 PM



<b>TITLE:</b>	Children's Oral Health Initiative (COHI) Dental Hygienist Group 711 Code 2261
<b>DEPARTMENT:</b>	Community Health Unit
<b>SUPERVISOR:</b>	Community Health Unit Manager
<b>STATUS:</b>	Determinate Part-Time
<b>EFFECTIVE DATE:</b>	September 2009
<b>REVISION DATE:</b>	January 2017

## **JOB SUMMARY**

The goal of the Oral Health Strategy – Children's Oral Health Initiative (COHI) is to address the high rates of preventable dental disease and to provide First Nations and Inuit communities with opportunities to:

- Implement and participate in a program to address and reduce dental disease incidence;
- Reduce untreated disease burden within their communities; and
- Promote good oral health practices.

The Dental Hygienist is responsible to the Coordinator of the Community Health Unit and the Program Coordinator of the COHI Program.

## **RESPONSIBILITIES**

- Performs duties in accordance with the COHI guidelines
- Meets Kateri Memorial Hospital Centre (KMHC) standards for patient care
- 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**

- Distributes and collects COHI consent forms
- Initiates the Children's Oral Health Initiative in the community
- Completes dental screenings for children ages 0-7 at daycares and elementary schools according to COHI protocol
- Refers children to the dentist if needed and provides follow-up
- Applies fluoride varnish in 0-7 year old children's teeth according to the COHI protocol
- Plans, coordinates and executes COHI group sessions and home visits
- Keeps clients charts updated and kept in a secure manner to protect confidentiality of the clients
- Organizes the program administration and collects information/statistics to send to the Regional and National Offices as requested

- Completes reports and sends them to the Regional Office when requested
- Maintains inventory and orders the dental prevention material; ensures the material is available when required
- Applies, if needed, pits and fissure sealants on teeth according to the COHI protocol
- Participates in the regular COHI teleconferences

## **QUALIFICATIONS/REQUIREMENTS**

### Education/Experience:

- Post-Secondary Diploma in Dental Hygiene
- Member of the Ordre des hygiénistes dentaires du Québec
- Previous experience working in community dental prevention an asset
- Ability to communicate in French an asset

### Other Qualifications

- Knowledge of Mohawk language, culture and history an asset
- Knowledge of Quebec First Nations & Inuit communities, in particular Mohawk culture

*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.*

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Incumbent

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Date

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Manager



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

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.

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**Date**

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**Signature**