



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

### Internal/External Job Opportunity

*KMHC hospital centre is located on the vibrant Mohawk Territory of Kahnawake. We have a 73-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** Clinic Licensed Practical Nurse (LPN) – Outpatient Care  
Indeterminate Full-Time (37.5 hours per week)

**JOB SUMMARY** The Licensed Practical Nurse (LPN) is a valuable member of the nursing team who is responsible and accountable for nursing care of clients. This person works under the direction of a Clinic Nurse to provide input to the Clinic Nurse for the Therapeutic Nursing Plan, interventions based on best practices. He/she is responsible for following the philosophy, procedures and policies of the hospital center. They keep their professional knowledge and skills up to date as deemed necessary by the Ordre des Infirmières et Infirmiers Auxiliaires du Québec (OIIAQ) and by Kateri Memorial Hospital Centre (KMHC).

**REQUIREMENTS** Licensed Practical Nurse Diplôme d’études Professionnelles (DEP) with 3 years experience  
Current License with the Ordre des Infirmières et Infirmiers Auxiliaires du Québec (OIIAQ)  
Certification in Phlebotomy (blood taking) required

**SALARY** In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 3455, Group 770:  
Echelon 1 \$24.21 to Echelon 12 \$32.32 per hour, depending on experience

**DEADLINE** Thursday, May 30, 2024 at 3:30 pm

**APPLICATIONS** Please submit a complete application package which includes:

- ✓ Application Form
- ✓ Letter of Intent
- ✓ Resume
- ✓ Proof of Educational Requirements/Copy of LPN License
- ✓ Provide names and contact information of three (3) Professional References
- ✓ A signed **Privacy Waiver** along with a **photocopy of a valid photo Identification Card**

You can find the following documents on [www.kmhc.ca/careers](http://www.kmhc.ca/careers):

- Job Description
- Privacy Waiver
- Application Form

Submit applications to:

[kmhc.hr.kahnawake@ssss.gouv.qc.ca](mailto:kmhc.hr.kahnawake@ssss.gouv.qc.ca)

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



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## Kateri Memorial Hospital Centre

<b>TITLE:</b>	Clinic Licenced Practical Nurse (LPN) Group 770 Code 3455
<b>DEPARTMENT:</b>	Outpatient Care
<b>SUPERVISOR:</b>	Manager of Outpatient Care
<b>STATUS:</b>	Indeterminate Full-Time
<b>EFFECTIVE DATE:</b>	September 2023
<b>REVISION DATE:</b>	

### **JOB SUMMARY**

The Licenced Practical Nurse (LPN) is a valuable member of the nursing team who is responsible and accountable for nursing care of clients. This person works under the direction of a Clinic Nurse to provide input to the Clinic Nurse for the Therapeutic Nursing Plan, interventions based on best practices. He/she is responsible for following the philosophy, procedures and policies of the hospital center. They keep their professional knowledge and skills up to date as deemed necessary by the Ordre des Infirmières et Infirmiers Auxiliaires du Québec (OIIAQ) and by Kateri Memorial Hospital Centre (KMHC).

### **RESPONSIBILITIES**

- Maintains annual nursing licence for right to practice the profession
- Practices nursing according to the Code of Ethics of the Ordre des Infirmières et Infirmiers Auxiliaires du Québec and KMHC Code of Ethics
- Follows KMHC philosophy, policies and procedures
- Maintains competency of an Licenced Practical Nurse
- 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
- To foster an approach to care that is respectful, compassionate and culturally appropriate and competent, responsive to the needs, values, belief, and preferences of clients and their family members, supporting mutually beneficial partnerships between clients, families and health care providers.
- Work in an environment that honors the wisdom of Indigenous beliefs, language, culture and traditions

### **DUTIES**

#### Specific Lab Nurse duties include:

- Draws blood for outpatients; 7:00 a.m. - 9:00 a.m., Monday to Friday.
- Processes blood samples
- Provides ECGs for outpatients as requested
- Provides education and support to clients regarding Laboratory procedures
- Provides education and support for clients on Coumadin

- Acts as a liaison between KMHC departments, CHAL Lab and Computer Technician
- Ensures his/her work area is adequately stocked with necessary supplies
- Ensures that her work area is clean, organized and clutter-free
- Pulls charts and updates pertinent data on client's file in accordance to department recording and reporting procedures
- Completes statistics for lab tests daily in accordance to department procedures
- Scrutinizes Lab test results and invoices from consulting laboratory then distributed to physician concerned
- Covers Outpatient Clinic Nurse for lunch and breaks
- Acts as the liaison between physician and client
- Performs Outpatient Clinic Nurse duties after lab work completed

## **QUALIFICATIONS/REQUIREMENTS**

### Education/Experience:

Licensed Practical Nurse Diplôme d'études Professionnelles (DEP) with 3 years experience  
 Current licence with the Ordre des Infirmières et Infirmiers Auxiliaires du Québec (OIIAQ)  
 Certification in phlebotomy (blood taking) required

### Language skills:

Ability to read, analyze and interpret general technical procedures  
 Ability to document clearly and effectively present information  
 Good communication skills  
 Ability to effectively present information and respond to questions from managers and clients  
 Excellent communication and interpersonal skills

### Mathematical Skills:

Basic mathematical skills

### Reasoning Ability:

Ability to carry out detailed written and verbal instruction  
 Ability to define problems, collect data, establish facts and draw valid conclusions  
 Organizational skills required

### Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, squat, kneel, bend and walk  
 Must frequently lift, push and/or move varied client body weights and frequently lift and/or move equipment up to 20 pounds  
 May be exposed to infectious and contagious diseases/materials

### Other Qualifications:

Demonstrated ability to communicate effectively with Indigenous people, including sound knowledge and understanding of issues impacting mental, emotional, physical and spiritual health in contemporary society

The commitment to learn about Indigenous culture and language to better understand and serve the clients.

Ability to use Microsoft Office (Word, Excel) and e-mail

Ability to communicate in French an asset

Ability to work in a team setting

Ability to assume initiative

Professional attitude

Strong interpersonal skills to support clients and coworker in a respectful and compassionate Manner

*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