



# Tehsakitshen: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

*Kateri Memorial Hospital Centre is located in 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**                      **Communications and Public Relations Officer**

Indeterminate Full-Time 35 hours per week

**JOB SUMMARY**                      The Public Relations Officer is responsible for the planning, development and implementation of effective and innovative internal and external communications and public relation strategies and initiatives.

**REQUIREMENTS**                      Diploma or Degree in Public Relations or Communications or related discipline, or Post-Secondary Certificate in Public Relations or Communications and three (3) years of job-related experience  
The position requires a highly motivated, flexible and organized self-starter who will take a collaborative and innovative approach to the work-at-hand, using the following skills:

- Project management, analytical and interpersonal skills
- Experience with strategic planning exercises
- Excellent verbal and written communications skills
- Excellent knowledge of computer systems, including Word, Adobe Creative Suite, InDesign and Dreamweaver
- Professional experience in Social Media and graphic design

**DEADLINE**                              **Wednesday, October 16, 2024 at 3:30 pm**

**SALARY**                                      In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 1244, Group 111:  
**\$28.57 to \$47.39 per hour**, depending on experience

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

- ✓ Application Form
- ✓ Letter of Intent
- ✓ Resume
- ✓ 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
- Application Form
- Privacy Waiver

**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.*



<b>TITLE:</b>	Communications and Public Relations Officer Group 111 Code 1244
<b>DEPARTMENT:</b>	General Administration
<b>SUPERVISOR:</b>	Executive Director
<b>STATUS:</b>	Indeterminate Full-Time
<b>EFFECTIVE DATE:</b>	November 2022
<b>SALARY:</b>	28.57/hr – 47.39/hr
<b>REVISION DATE:</b>	October 2024

### **JOB SUMMARY**

The Public Relations Officer is responsible for the planning, development and implementation of effective and innovative internal and external communications and public relation strategies and initiatives.

### **RESPONSIBILITIES**

- To prepare an organizational communication framework within and external to the organization
- To carry out communications and public relations functions related to the promotion of all activities and services offered by KMHC
- To carry out activities that promote the circulation of information within and external to KMHC
- Responsible to ensure the Annual Report is prepared to approved/acceptable standards
- on KMHC premises
- To foster an approach to communications that is respectful, compassionate and culturally appropriate and competent, responsive to the needs, values, beliefs and preferences of clients and their family member, supporting mutually beneficial partnerships between clients, and health care providers
- To work in an environment that honours the wisdom of Indigenous beliefs, language, culture and traditions
- To collaborate and to assist in the planning, development, programming and publication of various public relations and communications activities, including KMHC's Community Annual Report, KMHC Directory, communiqués, visual and print media, web site, intranet and social media account
- 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

### **DUTIES**

- Creates/updates Action plans to address the communication needs of KMHC
- Prepares program reports as required and submits to Executive Director
- Coordinates training/information sessions relevant to Communications Services
- Acts as the primary liaison with the communication teams of other community organizations, the local media and external media as necessary
- Ensures accurate and timely sharing of information within KMHC and its stakeholders
- Coordinates media conferences, media briefings and press releases
- Develops and maintains a communications archive system which could consist of KMHC services, historical and biographical data, statistics, publications, important articles/news clips, photos, videos, pamphlets and other relevant data
- Maintains, in good order, his/her immediate workspace
- Assists in the coordination of events such as Health Fairs, Health Days
- Participates in committees relevant to internal/external Communications Services
- Attends training, workshops and conferences for professional or personal development, as agreed to by the supervisor
- Assists in the maintenance of a database to track KMHC services and statistics or to measure public opinion
- Assists in evaluating effectiveness of strategies/initiatives/projects
- Provides writing/editing assistance to staff for print media articles and pamphlets
- Photographs activities/services/staff, etc.
- Videotapes press conferences, special events and other KMHC activities
- Coordinates the translation of communication materials into Kaniienkeha and French as needed
- Attends all General Staff Meetings
- Ensures the development and maintenance of Standard Operating Procedures for Communication Services
- Responds in accordance with the KMHC Emergency Response Plan
- Responsible for design and development of internal/external promotion documents and products
- Responsible for all printing of documents relevant to internal/external promotions
- Focuses on integration of language and culture into promotions
- Conducts organizational tours

## **QUALIFICATIONS/REQUIREMENTS**

### Education/Experience:

Bachelor's Degree in Public Relations or Communications or related discipline, or Post-Secondary Certificate in Letters and Language Human Sciences, in the Social Sciences or another appropriate academic discipline.

**The position requires a highly motivated, flexible and organized self-starter who will take a collaborative and innovative approach to the work-at-hand, using the following skills:**

- Project management, analytical and interpersonal skills
- Experience with strategic planning exercises

- Excellent verbal and written communications skills
- Excellent knowledge of computer systems, including Word, Adobe Creative Suite, InDesign and Dreamweaver
- Professional experience in Social Media and graphic design
- Discretion and good judgment
- Acts as a representative of KMHC at all times

Physical Demands:

While performing the duties of the job, the employee is regularly required to sit, stand, walk, talk or hear.

The employee is frequently required to use hands and fingers to handle controls.

The work environment is that of a health-care facility with air temperature control and moderate noise levels.

May be exposed to infectious and contagious diseases/materials

Day-to-day work includes:

- desk and personal computer work
- interaction with clients, staff and physicians

Working Conditions:

Normal and virtual office environment

Work hours may require flexibility

Moderate to high stress levels and productivity pressures

Other Qualifications:

Ability to work in a team setting

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

Act and dress in a professional/appropriate 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.

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Incumbent

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Date

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Manager