



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

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

Professional Footcare Nurse

Determinate Part-Time (6 Month Contract)

22.5 Hours per week

November 25, 2024 to May 23, 2025

JOB SUMMARY

The Professional Footcare Nurse provides foot care to Kahnawakeron:non 2 days per week and 1 day/week to inpatients. His/her clientele are people with difficulty taking care of their feet for various reasons: physical limitations (i.e obesity, vision problems), circulation problems, diabetes, severe ingrown nails, etc. He/she teaches clients about proper footcare.

REQUIREMENTS

Baccalaureate degree in Nursing or community health

Professional Footcare Certificate from a recognized institution

Current member of O.I.I.Q in good standing

SALARY

In accordance to the Quebec Ministry of Health and Social Services (MSSS) reference Code 1911, Group 125:

Echelon 1 \$29.50 to Echelon 18 \$52.28 per hour, depending on experience

DEADLINE

Tuesday, October 29, 2024 at 3:30 pm

APPLICATIONS

Please submit the following documents:

- ✓ Application Form
- ✓ Letter of Intent
- ✓ Resume
- ✓ Proof of Educational Requirements
- ✓ 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:

- Job Description
- Privacy Waiver

Submit applications to:

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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| TITLE: | Professional Foot Care Nurse Code 1911 Group 125 |
| DEPARTMENT: | Community Health Unit |
| SUPERVISOR: | Manager of Outpatient Care |
| STATUS: | Indeterminate Part-Time 0.6 |
| EFFECTIVE DATE: | April 1, 2017 |
| REVISION DATE: | October 2024 |

JOB SUMMARY

The Professional Foot Care Nurse provides foot care to Kahnawakero:non 2 days per week. His/her clientele are people with difficulty taking care of their feet for various reasons: physical limitations (i.e. obesity, vision problems), circulation problems, diabetes, severe ingrown nails, etc. He/she teaches clients about proper foot care.

RESPONSIBILITIES

- Meets and maintains **Standards of Professional Nursing Competence** for Community Health Nurses
- Fulfills duties in accordance to the **Standard of Nursing Care Practice at KMHC**
- Maintains knowledge regarding best practice guidelines as pertaining to foot care
- Carries out duties in accordance with the philosophy, goals and objectives of the Community Health Unit
- Provides input into the formulation and revision of goals, objectives, policies and procedures
- Assists in the orientation and supervision of new staff
- Participates in professional development activities.
- 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 needs, values, beliefs and preferences of clients and their family member, supporting mutually beneficial partnerships between clients, and health care providers
- Work in an environment that honours the wisdom of indigenous beliefs, language, culture and traditions

DUTIES

- Submits all purchase requests to manager for authorization
- Submits bi-weekly timesheet with overtime via Logibec for authorization by manager
- Prepares and submits an annual report including statistics to the manager
- Maintains office/clinic equipment, files, documentation, etc. in a presentable manner
- Participates in an annual performance appraisal
- Attends conferences, workshops, professional development, etc. as requested or required
- Examines legs and feet to assess for any deformities or abnormalities

- Provides nail and foot care in accordance to the OIIQ standards
- Assures infection prevention and control standards are met
- Teaches clients about proper preventative foot care

QUALIFICATION/REQUIREMENTS

Education and/or Experience:

- Baccalaureate degree in Nursing or community health
- Professional Foot Care Certificate from a recognized institution
- Current member of O.I.I.Q. in good standing

Language Skills:

- Ability to comprehend and communicate information from professional journals, technical procedures, or governmental regulations
- Ability to communicate information in ways clients can understand
- Ability to write reports, correspondence, and procedure manuals
- Excellent communication and interpersonal skills required

Reasoning Ability:

- Ability to carry out detailed written and oral instruction
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to collect information, draw conclusion and intervene in a consistent and logical fashion
- Must be organized and possess time management skills

Physical Demands:

- While performing the duties of the job, the employee is regularly required to sit, walk, bend, squat, talk, hear and stand
- The employee is frequently required to use hands and fingers to handle controls

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
- Computer skills, able to use Microsoft office, e-mail, and willingness to learn new computer programs
- Has initiative and a positive attitude, is accountable and self-directed
- Ability to act independently and to use good judgment
- Ability to speak, read, write in French an asset in dealing with outside agencies

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