



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.

POSITIONS

Three (3) Housekeepers

Indeterminate (Permanent) Availability/On-Call

JOB SUMMARY

The Housekeeper will provide services to maintain clean, eye appealing and healthful surroundings for residents/clients, staff, service providers, volunteers and visitors.

REQUIREMENTS

High School Diploma preferred or one (1) to three (3) months of job-related experience and/or training

SALARY

In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 6335, Group 623:

Echelon 1 \$23.52 per hour

DEADLINE

Wednesday, October 23, 2024 at 3:30pm

APPLICATIONS

Please submit a complete application package which includes:

- ✓ Application Form
- ✓ Letter of Intent
- ✓ Resume
- ✓ Proof of Educational Requirements
- ✓ Provide names and contact information of three (3) Professional References
- ✓ A signed **Privacy Waiver** allowing a security check to be performed along with a **photocopy of a valid photo Identification Card** (Driver’s License preferred or Medicare Card or Band Card)

You can find the following documents on www.kmhc.ca/careers:

- Job Description
- Application Form
- 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.



TITLE:	Housekeeper Group 623 Code 6335
DEPARTMENT:	Housekeeping/Plant Services
SUPERVISOR:	Manager of Plant Services
STATUS:	Indeterminate Availability
EFFECTIVE DATE:	May 1999
REVISION DATE:	February 2019

JOB SUMMARY

The Housekeeper will provide services to maintain clean, eye appealing and healthful surroundings for residents/clients, staff, service providers, volunteers and visitors.

RESPONSIBILITIES

- Keeps the Inpatient Care Services (IPC) and/or the Outpatient Care Services (OPC) clean and sanitized in accordance with work schedule/assigned work area and instruction/direction
- Maintains work practice in accordance with KMHC standards of Infection Control
- 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
- Ability to work in a team setting
- 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 honours the wisdom of Indigenous beliefs, language, culture and traditions

DUTIES

- Cleans floors
- Dusts furniture and fixtures
- Cleans and disinfects telephones
- Cleans baseboards
- Keeps walls, doors and kick plates clean
- Cleans handrails
- Washes toilet bowls, sinks, mirrors, countertops and bathtubs
- Restocks toilet paper and hand towel dispensers
- Restocks hand soap dispensers

- Cleans tables
- Washes inside windows
- Washes beds as per schedule
- Cleans Patients bed, rails, over bed table and bedside drawer
- Attends team meetings
- Attends all in-service/educational sessions
- Cleans housekeeping equipment at end of shift

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

High School Diploma preferred or one (1) to three (3) months of job-related experience and/or training; or equivalent combination of education and experience

Language Skills:

Ability to read and interpret documents such as; safety rules, operating and maintenance instructions, procedure manuals and KMHC Infection Control Manual

Ability to speak effectively

To communicate in a tactful and diplomatic manner

Mathematical Skills:

Basic mathematical skills

Reasoning Abilities:

Ability to carry out instructions once received in any form

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, stoop, kneel or crouch

Occasionally required to climb and balance

Walks throughout the day, uses hands and arms routinely

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift or move up to 50 pounds

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

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