



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

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

Non-Clinical Support Worker Float

Determinate Full-Time (Contract – 35 hours/week)

Start: January 2025

End: Approx. January 30, 2026

JOB SUMMARY

The Non-Clinical Support Worker is responsible to cover the following positions when called-upon, with or without prior notice, i.e. vacations, sick days, etc.:

Switchboard - Code 5318

Clinic Receptionist – Outpatient Appointments – Code 2101

Clinic Receptionist – Evening/Weekend – Code 2101

Inpatient Care Services Ward Clerk – Code 5317

Laboratory Clerical Support Worker – Code 3224

Rehabilitation Services Administrative Assistant – Code 5314

Ophthalmology Attendant – Code 3208

Sterilization Aide – Code 3481

CHU Secretary – Code 5314

Dental Receptionist – Code 3208

REQUIREMENTS

Post-Secondary or Technical School Certificate in Administrative field and three (3) to six (6) months of job-related experience and/or training

Ability to speak effectively before groups of clients and employees

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

Ability to assume initiative

Computer knowledge, i.e. Microsoft Office

Ability to work in a team setting

SALARY

In accordance with the Quebec Ministry of Health and Social Services (MSSS) relevant Job Codes listed in summary, Group 504, depending on experience.

DEADLINE

Monday December 30, 2024 at 3:30 pm

APPLICATIONS

Please submit the following documents:

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

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

- Job Description
- Application Form

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.

Only selected candidates will be contacted.



Tehsakotitsén:tha

Kateri Memorial Hospital Centre

TITLE:	Non-Clinical Support Worker Group 504 Code 5318
DEPARTMENT:	Outpatient Care Services
SUPERVISOR:	Manager of Outpatient Care
STATUS:	Determinate Full-Time
EFFECTIVE DATE:	May 2006
REVISION DATE:	May 2022

JOB SUMMARY

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Switchboard

Clinic Receptionist – Outpatient Appointments

Clinic Receptionist – Evening/Weekend

Inpatient Care Services Ward Clerk

Laboratory Clerical Support Worker

Rehabilitation Services Administrative Assistant

Ophthalmology Attendant

Sterilization Aide

Dental Receptionist

Community Health Unit Secretary

RESPONSIBILITIES

- To fulfill responsibilities and duties by following all accepted procedures
- To respond to all clients, staff and visitors in a courteous, professional and respectful manner
- 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, 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

- As per each job description for above positions

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

Post-Secondary or Technical School Certificate in Administrative field and three (3) to six (6) months of job-related experience and/or training

Language Skills:

Ability to communicate both written and verbally

Ability to speak effectively before groups of clients and employees

Physical Demands:

While performing the duties of the job, the employee is regularly required to sit, walk, talk, hear and maneuver in tight spaces

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

Day-to-day work includes:

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

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

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 assume initiative

Computer knowledge, i.e. Microsoft Office

Planning, organizing and decision-making skills

Professional attitude

Ability to work in a team setting

Motivated and interested in learning

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