



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	Administrative Technician Determinate (1-year Contract) Full-Time (35 hours per week)
JOB SUMMARY	The Administrative Technician is responsible for organizing and controlling the clerical aspects of the office of the Director of Finance. In addition, the Administrative Technician researches and prepares reports for use by the Director of Finance. She/he acts as a liaison between the Director of Finance and the rest of the hospital community, maintaining quality communication, and assisting the Director of Finance in managing internal/external partners and day-to-day work activities.
REQUIREMENTS	Administrative Assistant training program certificate with two (2) to three (3) years of job-related experience preferably in the health care field; or training and equivalent experience in a related field. Excellent Word processing, PowerPoint, Excel, minute taking and transcription skills required. Ability to communicate in French and Mohawk language an asset.
SALARY	In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 2101, Group 705: Echelon 1: \$26.38 to Echelon 12: \$35.22 per hour, depending on experience
DEADLINE	Monday, January 27th, 2025 at 3:30 p.m.
APPLICATIONS	<u>Please submit a complete application package which includes:</u> <ul style="list-style-type: none">✓ Completed Application Form✓ Letter of Intent✓ Resume✓ Proof of Educational Requirements✓ Provide names and contact information of three (3) Professional References <u>You can find the following documents on www.kmhc.ca/careers:</u> <ul style="list-style-type: none">➤ Job Description➤ Application Form <u>Submit applications to:</u> kmhc.hr.kahnawake@ssss.gouv.qc.ca <i>Please note that preference will be given to Indigenous candidates. Incomplete submission packages will not be considered. *Please note that only selected candidates will be contacted</i>



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Kateri Memorial Hospital Centre

TITLE:	Administrative Technician Group 705 Code 2101
DEPARTMENT:	General Administration
SUPERVISOR:	Director of Finance
STATUS:	Indeterminate Full-Time
EFFECTIVE DATE:	May 1999
REVISION DATE:	September 08, 2019

JOB SUMMARY

The Administrative Technician is responsible for organizing and controlling the clerical aspects of the office of the Director of Finance. In addition, the Executive Assistant researches and prepares reports for use by the Director of Finance. She/he acts as a liaison between the Director of Finance and the rest of the hospital community, maintaining quality communication, and assisting the Director of Finance in managing internal/external partners and day-to-day work activities.

RESPONSIBILITIES

- Acts as custodian of official KMHC documents and records
- Performs administrative and clerical duties for the Director of Finance
- Acts as liaison between Director of Finance and the hospital community and other organizations, when required
- Coordinates, plans, implements special projects for the Director of Finance
- 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 honors the wisdom of Indigenous beliefs, language, culture and traditions

DUTIES

- Confidentiality
- Develops and keeps up-to-date various compilations of statistics as required
- Plans meetings and conferences
- Records and transcribes minutes as requested by the Director of Finance
- Prepares and distributes documentation to the management team and other meeting/conference participants
- Maintains files of official administrative documents and reports for the organization (electronic and paper)

- Manages the destruction and retention of the DOF office files according to policy
- Manages and schedules appointments for the DOF
- Manages the DOF's emails; i.e. clearing out junk mail; responding as appropriate; bringing urgent emails to the attention of the DOF
- Provides information and/or directs calls
- Greets visitors for the DOF and other second floor departments, when necessary
- Monitor DOF phone and messages
- Orders supplies for administration
- Composes and types correspondence, memos and reports
- Relays information and messages from team managers and staff to DOF and vice versa
- Ensures the proper upkeep of the department office machines in collaboration with the Purchasing Officer
- Keeps a calendar of events for staff vacations, special events, and appreciation days
- Provides French translation as required
- Carries out miscellaneous job related duties as requested by the DOF
- Provides administrative support to senior management team as required
- Provides support to the Executive Director when ED Executive Assistant is on leave

Research:

- Searches sources such as reference works, documents, statistical records to obtain data on assigned subjects
- Analyzes and evaluates applicability of collected data
- Writes reports that present data and conclusions for the Director of Finance
- Interviews individuals to obtain data or draft correspondence to answer inquiries

Board of Directors:

- Records and transcribes minutes of the Board of Directors
- Types Board correspondence as directed by the Chairperson and the Director of Finance
- Makes reminder calls to all Board Members on the Friday prior to the meeting
- Maintains an information file for each Board Member and distributes these as required

Team Meetings

- Records and transcribes minutes of all team meetings
- Sends minutes and reminder to the meeting attendees prior to meeting

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

Administrative Assistant training program certificate with two (2) to three (3) years of job-related experience preferably in the health care field; or training and equivalent experience in a related field

Excellent Word processing, PowerPoint, Excel, minute taking and transcription skills required

Ability to communicate in French and Mohawk language an asset

Language Skills:

Ability to analyze and interpret general, scientific and professional journals, technical procedures, government reports, financial reports, and legal documents.

Ability to write reports

Ability to respond to common inquiries from clients or members of the organization

Ability to effectively present information to management, public groups, and/or Board of Directors

Excellent verbal and written communication skills

Math Skills:

Ability to apply basic mathematical concepts

Reasoning Ability:

Ability to define problems collect data, establish facts, and draw valid conclusions

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

Responsible

Research skills

Organizational and administrative skills

Decision making capabilities

Professional attitude

Ability to work independently and take initiative

Ability to manage stress/priorities

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