



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

Human Resource Administrator

Indeterminate (Permanent) Full-Time 35 hour work week

JOB SUMMARY

The Human Resource Administrator assists with the administration of the day-to-day operations of Human Resource (HR) Services. He/she carries-out responsibilities in certain or all of the following areas: departmental development, recruitment and selection, orientation, transfers and maintenance of human resource files, human resource informational software, employee relations, training and development, employee benefits, selected compensation functions. Additionally, the Human Resource Administrator may handle special assignments and projects in related service delivery areas.

REQUIREMENTS

Certificate in Human Resource Management or
Technical School Certificate in Administrative field with three (3) to five (5)
years of job-related experience and/or training
Experience in the use of software applications, databases and spreadsheets
Experience in administration of benefits and other human resource programs
Intermediate accounting skills
Ability to multitask
Excellent computer skills, including Word and Excel
General knowledge of various employment laws and practices
Possess strong interpersonal skills
Capability to exhibit a high level of confidentiality

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

Tuesday, February 11, 2025 at 3:30pm

APPLICATIONS

Please submit a complete application package which includes:

- ✓ Completed 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.

Posted: January 28, 2025



TITLE:	Human Resource Administrator Group 705 Code 2101
DEPARTMENT:	Human Resource Services
SUPERVISOR:	Manager of Human Resources
STATUS:	Indeterminate Full-Time
EFFECTIVE DATE	January 2014
REVISION DATE:	April 2019, March 2021

JOB SUMMARY

The Human Resource Administrator assists with the administration of the day-to-day operations of Human Resource (HR) Services. He/she carries-out responsibilities in certain or all of the following areas: departmental development, recruitment and selection, orientation, transfers and maintenance of human resource files, human resource informational software, employee relations, training and development, employee benefits, selected compensation functions. Additionally, the Human Resource Administrator may handle special assignments and projects in related service delivery areas.

RESPONSIBILITIES

- To participate in developing department goals, objectives and systems
- To assist with the tracking of departmental and organizational measurements that support accomplishment of the strategic goals
- To prepare reports necessary to carry out the functions of Human Resource Services
- To participate in departmental staff meetings and attend other meetings and seminars as necessary, representing the department
- To prepare required documents with regard to the annual audit
- To assist in the administration of the employee benefits programs
- To provide accounting support to the Manager of Human Resource Services
- To provide support to compensation services as needed
- 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

Human Resource Duties:

- Maintains the human resource data information system
- Prepares and processes general human resource related forms, contracts and agreements
- Provides administrative, clerical and secretarial support to HR Services
- Generates scheduled or requested reports to assist management
- Maintains a database of employee contact information
- Audits, periodically, the employee database to ensure accuracy
- Assists in the development and updating of the HR section of the web site
- Keeps employee personnel files up-to-date by processing employee status changes in a timely manner
- Keeps employee personnel files up-to-date of annual salary
- Maintains personnel files in compliance with applicable legal requirements
- Tracks employee probationary evaluations and performance appraisals
- Assists managers with job posting requests
- Prepares employee job postings in keeping with KMHC recruitment policies
- Distributes new or revised personnel policies and procedures to all employees
- Manages the flow of hard-copy job applications and maintains a filing system that retains qualified applications for one year
- Assists in the development and implementation of an employee handbook and new personnel policies and procedures
- Participates on various committees to provide HR support and to monitor activities and completion of goals, i.e. Personnel Policy, Grievance, community HR Network
- Performs other related or incidental duties and responsibilities that may be assigned
- Performs mathematical calculations
- Provides a first review of resumes

Recruitment Duties:

- Accepts, sorts and organizes all KMHC job posting candidate packages
- Schedules candidate interviews
- Schedules initial interviews and subsequent interviews as needed
- Sets-up initial interviews with the Staff Health Nurse
- Mails out the candidate offer letter packet as requested and tracks return
- Conducts new employee orientation, as relates to global issues, i.e. organizational tour, introductions, general orientation package
- Prepares documentation required for new hires and establishes personnel file

Benefits Duties:

- Coordinates various Kateri Memorial Hospital Centre benefits, i.e. insurance, pension and the employee assistance program (EAP)
- Conducts benefit orientations as needed
- Ensures that all Kateri Memorial Hospital Centre employees are offered benefits on a timely basis
- Establishes protocol with all necessary benefit participants and contacts and ensures that established procedures are followed

- Prepares insurance, pension and employee assistance program reports by gathering and compiling data for analysis and submission as required
- Archives all inactive employee files along with inactive benefit files
- Coordinates and processes benefit enrollments, changes, requests for quotations and terminations
- Responds to inquiries from insurance companies
- Uses various software applications, such as spreadsheets, relational databases, statistical and graphical packages to assemble, manipulate and/or format data and/or reports
- Processes information including compiling, coding, categorizing, calculating, tabulating, auditing or verifying information/data
- Operates office equipment such as photocopier, fax machine and calculator
- Maintains open communication with the Financial Clerk/Payroll Coordinator regarding employee files
- Prepares correspondence and memorandums in relation to Human Resource Services, as well in relation to the Kateri Memorial Hospital Centre
- May be required to advise and guide employees in clarifying and understanding policies
- Acts as liaison between employees and the insurance companies
- Coordinates and processes the compilation of medical claim information and support documentation and maintains records of ongoing and settled claims i.e. short-term/long-term leaves, Mohawk Self Insurance (MSI) and Commission de la santé et de la sécurité du travail (CNESST) leaves
- Ensures that any changes in employees' status is reflected in the benefits i.e. beneficiary updates, address changes, dependents information
- Ensures that all administrative transactions are in accordance with the Kateri Memorial Hospital Centre Administration Manual, Personnel Policy, Group Pension Plan and Insurance Plan Protocol
- Follows-up on requests, comments, suggestions or recommendations from personnel or administration on the particulars of the present benefits
- Coordinates the employee assistance program (EAP); coordinates and prepares all documentation required for the employee assistance program meetings
- Prepares year-end annual pension plan for audit
- Creates, maintains and updates an index of all archived files
- Maintains confidentiality in all aspects of the position

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

Post-Secondary Diploma or Certificate in Human Resource Management or Technical School Certificate in Administrative field with three (3) to five (5) years of job-related experience and/or training

Experience in the use of software applications, databases and spreadsheets

Experience in administration of benefits and other human resource programs

Intermediate accounting skills

Ability to multitask

Excellent computer skills, including Word and Excel

General knowledge of various employment laws and practices

Possess strong interpersonal skills
Capability to exhibit a high level of confidentiality

Language Skills:

Ability to communicate both written and verbally
Ability to speak effectively before groups of clients and employees
Excellent written and oral comprehension

Physical Demands:

While performing the duties of this position, the employee is frequently required to sit, stand, walk, talk or hear
The employee is required to use hands, fingers, handle or feel objects, tools, or controls
The employee may be required to lift and/or move up to 25 pounds
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

Day-to-day work includes:

- desk and personal computer work
- interaction with staff and applicants in person or on the phone

Other Qualifications:

Ability to work in a team setting
Motivated and interested in learning
Capacity to identify and resolve problems in a timely manner
Ability to gather and analyze information skillfully
Planning, organizing and decision-making skills
Professional attitude
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