



# 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](http://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**                      **Nurse’s Aide/Orderly (Préposé aux Bénéficiaires – PAB)**  
Long Term Care, Indeterminate Availability (On-Call)

**JOB SUMMARY**              The PAB is an integral auxiliary member of the nursing team who is responsible and accountable for the care of residents/clients under the supervision of a professional nurse. The PAB reports changes observed in the residents/clients to the residents/clients nurse. He/she must give and receive reports to their assigned residents/clients nurse. He/she is responsible for adhering to all standards of care, all hospital policies and for promoting teamwork among coworkers.

**REQUIREMENTS**            Préposé aux Bénéficiaires Diplôme d’études Professionnelles (DEP) from a school recognized by the appropriate ministry.  
Principes de Déplacement Sécuritaires des Bénéficiaires (PDSB) certificate  
Cardiopulmonary Resuscitation (CPR) certification  
Must be able to participate in physically demanding work (i.e. turn and position bedridden residents/clients and move them to and from chairs/beds)

**SALARY**                              In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 3480, Group 326: **Echelon 1 \$27.92**

**DEADLINE**                        **Tuesday, February 18, 2025 at 3:30 p.m.**

**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](http://www.kmhc.ca/careers):**

- Job Description
- Application Form

**Submit applications to:**

Human Resource Services  
[kmhc.hr.kahnawake@ssss.gouv.qc.ca](mailto: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.*



<b>TITLE:</b>	Préposé aux Bénéficiaires (PAB) Group 326 Code 3480
<b>DEPARTMENT:</b>	Inpatient Long-Term Care Services
<b>SUPERVISOR:</b>	Manager of Long-Term Care
<b>STATUS:</b>	Indeterminate Availability
<b>EFFECTIVE DATE:</b>	May 1999
<b>REVISION DATE:</b>	March 2019

## **JOB SUMMARY**

The PAB is an integral auxiliary member of the nursing team who is responsible and accountable for the care of residents/clients under the supervision of a professional nurse. The PAB reports changes observed in the residents/clients to the residents/clients nurse. He/she must give and receive reports to their assigned residents'/clients' nurse. He/she is responsible for adhering to all standards of care, all hospital policies and for promoting teamwork among coworkers. The PAB is required to attend in-service education programs, staff and unit meetings.

## **RESPONSIBILITIES**

- Fulfills duties in accordance to department policies, procedures, schedules and KMHC personnel policies
- Assists the nursing staff in meeting the hygiene and comfort needs of residents/clients
- Records and reports on resident/client Activity of Daily Living (ADL) sheets as required by department policies and procedures
- Ensures safety measures are followed in the residents/clients environment, while providing care and when transporting residents/clients
- Is an advocate for the residents/clients and reports any abuse reported to them to the Nurse Manager
- 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
- Available to work shift work on all three shifts plus every second week end
- 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**

### Personal Hygiene:

- Provides assigned residents/clients with bathing, mouth care, skin care (back rub using lotion and special care as instructed), personal grooming, perineal care, washing hair, cleaning nails and facial shaves

### Sleep and Comfort:

- Provides a clean, dry and comfortable bed
- Positions residents/clients in proper body alignment and turns them as specified by their care plan
- Ensures bedrail(s) are in the upright position as required and in accordance with the guidelines of being restraint free
- Ensures a call bell is within reach and functioning properly for residents/clients when they are in a bed and/or chair

### Nutrition:

- Delivers and distributes meal trays
- Assists and/or feeds the residents/clients, gives food supplements, snacks and extra fluids as required
- Provides clean ice water on each shift
- Records and reports intake of food and fluid in accordance to procedures of the department

### Elimination:

- Positions residents/clients on bedpans, urinals and commodes
- Empties and places clean liner in commodes and records bowel movements on ADL sheets
- Toilets residents/clients according to their individualised care plan for bladder and bowel regime
- Washes, dries and changes incontinent residents/clients
- Empties and cares for urine drainage bags in accordance to department procedures
- Measures and records urine output as required by nursing care plan
- Gives perineal care to residents/clients with in-dwelling and external catheters

### Exercise:

- Encourages and assists residents/clients to increase or maintain their level of ambulation in accordance to their PAB assignment sheets.

### Safety:

- Ensures residents/clients rooms remain free of clutter and the pathway to their bathroom is clear
- Cleans up spills of vomitus, urine and feces on floors or surface areas to prevent accidents and cross-infection
- Ensures that stretchers, beds and wheelchairs are in a locked position when required
- Ensures that needed articles are within reach for the residents/clients
- Ensures that the smoking policy is enforced
- Follows the fire policy and procedures

- Is responsible for knowing and using hospital equipment properly and under the direction of a Registered Nurse
- Reports faulty equipment immediately to the nurse in charge and/or fills in a work order sheet to repair the problem
- Takes filled laundry hampers to the laundry department
- Cleans utility rooms and the/tub linen room
- Defrosts and cleans the small refrigerator
- Cleans equipment including intravenous poles, commodes and geriatric chairs on a scheduled basis
- Puts away supplies, equipment and linen/laundry
- Ensure all bed and chair alarms are in place and working properly
- Resident/Client Admission:
- Ensures the room is prepared for admission
- Takes residents/clients weight upon admission

#### Resident/Client Discharge:

- Strips bed of all linens
- Clears the room of all medical equipment
- Washes commodes and basins
- Ensures that the resident's/client's belongings are packed for their family to bring home

#### Restraints:

- Is aware that restraints are only to be used as a last resort in accordance with the guidelines of being a least restraint environment
- Applies restraints as required, according to nursing procedure
- Checks residents/clients according to their nursing care plan and Medical Doctor's orders
- Ensures that the residents/clients are properly secured when seated or when being transported
- Is aware of the alternatives used in the place of restraints, including bed/chair alarms, floor pads, hip protectors and knows where they are kept

#### Fall Prevention:

- Ensures that the residents/clients are wearing proper footwear while ambulating
- Ensures that the residents/clients have any equipment needed to ambulate including walkers, canes or wheelchairs

#### Wandering Resident/Client:

- Keeps track of the whereabouts of confused, wandering residents/clients at all times
- Notifies the nurse immediately of any residents/clients that are absent from the unit

#### Psychosocial and Spiritual:

- Maintains residents/clients level of orientation by the use of verbal and non-verbal communication
- Participates in residents/clients planned activities

### General Duties:

- Follows policies and procedures for infection control
- Performs post-mortem care
- Responds promptly to call bells
- Reports to the nurse in charge at the start and end of each shift and whenever leaving and/or returning to the unit
- Responsible to learn how to operate any equipment that is in use on the unit

### Miscellaneous Duties:

- Reports any changes or observations in residents/clients status and condition
- Responds to all call bells from the residents/clients and all emergency bells
- Assists in answering telephones as required
- Assists in transporting residents/clients to and from hospitals for appointments as required
- Escorts residents/clients outdoors on hospital premises as needed
- Relieves co-workers for meals and breaks
- Delivers messages for the unit within the hospital
- Assists with any emergencies that may arise
- Carries out other related tasks upon discussion and agreement, as requested by the nurse in charge

## **QUALIFICATIONS/REQUIREMENTS**

### Education/Experience:

PAB Diplôme d'études Professionnelles (DEP)

Principes de Déplacement Sécuritaires des Bénéficiaires (PDSB) certificate

Cardiopulmonary Resuscitation (CPR) certificate

### Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

Ability to communicate both written and verbally

### Mathematical Skills:

Basic mathematical skills

### Reasoning Ability:

Ability to carry out detailed written and oral instructions

### Physical Demands:

Regularly participates in heavy-duty work

Regularly pushes, lifts and/or moves varied resident/client weights and/or equipment

Must turn and position bedridden residents/clients

Moves residents/clients to and from chairs and beds

Occasionally moves beds when moving residents/clients from room to room

Regularly required to handle objects, tools, controls, stand, walk and reach with hands and arms

Occasionally required to climb, balance, stoop, kneel and crouch

Other Qualifications:

Demonstrated ability to communicate effectively with Indigenous people, including sound knowledge and understanding of issues impact on 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