



Tehsakotitsén:tha

Kateri Memorial Hospital Centre

P.O. Box 10, Kahnawake, QC J0L 1B0

Tel: (450) 638-3990 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** Rehabilitation Administrative Assistant
Indeterminate (Permanent) Full-Time (35 hours per week)
Start Date: ASAP
- JOB SUMMARY** The Rehabilitation Administrative Assistant worker performs duties related to the operation of Rehabilitation services and provides clerical/secretarial support. She/he acts as a liaison between the Rehabilitation department and the rest of the hospital community, maintaining quality communication, and assisting the Rehabilitation department in managing internal/external partners and day to day work activities.
- REQUIREMENTS** Post-Secondary or Technical School Certificate in Administrative field and/or High School Diploma with six (6) to twelve (12) months of job-related experience and/or training
- SALARY** In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 5314, Group 502:
Echelon 1 \$24.36 to Echelon 6 \$27.24 per hour, depending on experience
- DEADLINE** Tuesday, March 4, 2025 at 3:30 pm
- APPLICATIONS** Please submit a complete application package that includes:
- ✓ Completed Application Form
 - ✓ Letter of Intent
 - ✓ Resume
 - ✓ Proof of Educational Requirements
 - ✓ Provide names and contact information of three (3) Professional References

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.

****Please note that only selected candidates will be contacted***



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Kateri Memorial Hospital Centre

TITLE:	Rehabilitation Administrative Assistant Group 502 Code 5314
DEPARTMENT:	Outpatient Care Services
SUPERVISOR:	Manager of Outpatient Care
STATUS:	Indeterminate Full-Time
EFFECTIVE DATE:	January 1999
REVISION DATE:	February 2025

JOB SUMMARY

The Rehabilitation Administrative Assistant worker performs duties related to the operation of Rehabilitation services and provides clerical/secretarial support.

RESPONSIBILITIES

- Department Secretary/Receptionist
- To support Rehabilitation activities by assisting in all rehabilitation clerical and administrative tasks.
- Assist in the daily operations and maintenance of the Rehabilitation Department
- Supervision of clients when indicated
- 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

- Greet clients in a courteous, professional and respectful manner
- Schedule appointments with clients by phone and/or in person
- Records statistics for each day and prepare monthly statistical forms
- Answers the department phone
- Typing of Rehabilitation Department
- Supervision of clients when indicated
- Keeping inventory for the Rehabilitation Department
- Ordering supplies for the Rehabilitation Department
- Faxing of documents related to the Rehabilitation Department

QUALIFICATIONS/REQUIREMENTS

Education and/or Experience:

Post-Secondary or Technical School Certificate in Administrative field and/or High School Diploma with six (6) to twelve (12) months of job-related experience and/or training

Language Skills:

Ability to communicate effectively both orally and written

Reasoning Ability:

Ability to handle responsibilities, and have good professional work ethics

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit and work on the computer.

Other Skills:

Good interpersonal skills, judgement and time management

Ability and desire to learn new tasks and skills

Ability to work in a team setting

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