



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

KMHC is an expanding hospital centre located on 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	Two (2) Security/Maintenance Indeterminate (Permanent) Availability/On-Call
JOB SUMMARY	The Security/Maintenance Worker will provide services to protect and safeguard the Kateri Memorial Hospital Centre (KMHC) environment, clients, employees, volunteers and visitors. All aspects of KMHC's human, material, property and financial resources will be considered. Keeps the premises of KMHC in a well maintained and sanitary state.
REQUIREMENTS	High School Diploma preferred and three (3) to six (6) months of job-related experience and/or training Security Training Certificate an asset The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or moves up to twenty-five (25) pounds and occasionally lift and/or move up to one hundred (100) pounds
SALARY	In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 6373, Group 633: Echelon 1 \$25.98 per hour
DEADLINE	Tuesday, April 15, 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

Submit applications to:

kmhc.hr.kahnawake@ssss.gouv.qc.ca

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

- Job Description
- Application Form

Please note that preference will be given to Indigenous candidates. Incomplete submission packages will not be considered.

*****only selected candidates will be contacted.***



TITLE:	Security/Maintenance Group 633 Code 6373
DEPARTMENT:	Security/Plant Services
SUPERVISOR:	Manager of Plant Services
STATUS:	Indeterminate Availability
EFFECTIVE DATE:	May 1999
REVISION DATE:	September 2024

JOB SUMMARY

The Security/Maintenance Worker will provide services to protect and safeguard the Kateri Memorial Hospital Centre (KMHC) environment, clients, employees, volunteers and visitors. All aspects of KMHC's human, material, property and financial resources will be considered. In this position the candidate will be trained on both Security and Maintenance shifts.

RESPONSIBILITIES

- Ensures the security and safety of the KMHC building, clients, visitors and employees
- Keeps the premises of KMHC in a well maintained and sanitary state
- Keeps all keys to the premises available at all times
- Fulfills all duties according to accepted department procedures and schedules
- 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, belief, and preferences of clients and their family members, supporting mutually beneficial partnerships between clients, families and health care providers
- Work in an environment that honours the wisdom of Indigenous beliefs, language, culture and traditions

DUTIES

Security

- Follows through previous shift recommendations
- Keeps a daily log of all unusual occurrences
- Keeps unauthorized personnel from the premises according to KMHC accepted procedures
- Makes nightly security rounds of the building
- Fire watch; remains close to fire panel in between hourly rounds
- Follows essential duties during power failure according to KMHC procedures

- Is available to nursing station at all times by pager and answers pages by calling nursing station immediately
- Maintains security station until replacement arrives
- Participates in evacuation practices

Maintenance

- Performs minor repairs
- Removes all accumulated waste from resident rooms and client areas
- Washes floors
- Responds to maintenance calls
- Identifies maintenance issues and rectifies them
- Completes work orders
- Removes snow and ice from all fire exit and entrances at each shift (when applicable)

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

High School Diploma preferred and three (3) to six (6) months of job-related experience and/or training

Language Skills:

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

Ability to write routine reports

Ability to speak effectively and to communicate in a tactful and diplomatic manner

Mathematical Skills:

Basic mathematical skills

Reasoning Abilities:

Ability to carry out instructions furnished in written, verbal and diagram form

Ability to deal with problems involving several concrete variables in standardized situations

Physical Demands:

The employee is regularly required to stand, handle objects, use tools or controls; reach with arms using hands and fingers

The employee is frequently required to walk and occasionally required to climb or balance, stoop, kneel and crouch

The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or moves up to twenty-five (25) pounds and occasionally lift and/or move up to fifty to one hundred (50-100) pounds

Other Qualifications:

Security Training Certificate an asset

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