



Tehsakitshen: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

Manager of Long-Term Care
Indeterminate (Permanent) Full-Time

JOB SUMMARY

The Manager of Long-Term Care provides leadership to create a home-like environment for our residents, which promotes excellence in clinical practice in accordance with the philosophy of Kateri Memorial Hospital Centre (KMHC). He/she has responsibilities and authority to assess, plan, direct, evaluate, and control the human, financial, and material resources within his/her department. These duties are realized in a participatory management style, cooperation and consultation with other unit members being an integral and essential part of the process.

REQUIREMENTS

Bachelor's Degree in Nursing (5 years) or
Three (3) to five (5) years of management experience
Member of the Quebec Order of Nursing (OIIQ)

SALARY

In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference class 37
Annual Salary \$78,482 to \$102,026 depending on experience

DEADLINE

Friday, June 13, 2025 at 3:30 pm

APPLICATIONS

Please submit a complete application package which includes:

- ✓ Completed Application Form
- ✓ Resume
- ✓ Letter of Intent
- ✓ Proof of Educational Requirements
- ✓ OIIQ Permit Number

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

*****Only Selected Candidates will be contacted***



TITLE:	Manager of Long-Term Care Class: 37
DEPARTMENT:	Inpatient Care
SUPERVISOR:	Director of Nursing & Community Care
STATUS:	Determinate Full-Time
EFFECTIVE DATE:	May 1999
REVISION DATE:	March 2025

Manager-Employee Relationship

Management activities are those activities that involve getting results effectively through others by the process of delegation. Although a manager cannot delegate ultimate responsibility, he/she can assign responsibility and delegate authority. It is through the combination of sharing responsibility that a manager can hold other levels (persons) accountable for getting things done.

Management: Management is working through other people to accomplish the objective of both the organization and its members

Responsibility: The duty or task to be performed

Authority: The power to act for someone else

Accountability: The obligation to be held responsible for what was expected or what happened that was unexpected

Specific Functions of Management

Planning: Forecasting future events and determining the most effective future activities for the department

Organizing: The ways in which the department structure is established and how authority and responsibility are delegated to employees

Directing: How managers direct employees i.e. communication, managerial behavior/style and the use of reward/merit and discipline

Coordinating: Activities designed to create a relationship between all of the department's efforts

Controlling: How managers evaluate performance within the department with respect to the goals of the department and the organization

JOB SUMMARY

Under the supervision of the Director of Nursing & Community care, the Manager of Long-Term Care provides leadership to create an home-like environment for residents, while ensuring excellence in clinical practice. He/she has responsibilities and authority to assess, plan, direct, evaluate, and control the human, financial, and material resources within his/her service area. The Manager of Long Term Care fosters a collaborative work environment and ensures high standards of patient care and nursing practice.

RESPONSIBILITIES

- To meet and maintain Standards of Professional Nursing Competence
- To ensure all nursing care activities in the service area are in accordance to the Standard of Nursing Care Practice at KMHC
- Adheres to the professional standards, criteria, competence, guidelines and code of ethics of the professional orders.
- To ensure all client care activities of the service area are adherent to the accepted Standards of Patient Care at KMHC
- To supervise and coordinate activities related to direct and indirect client and family care
- Supervises and provides guidance to the Long-Term Care staff, students and volunteers.
- Engages in professional development and integrates into practice: concepts, trends and guidelines on Evidence Based Best Practices
- Manages and operates the Long-term Care service.
- Interview, hires, and trains employees
- Plans, assigns and directs work
- Appraises performance; addresses complaints and resolves problems
- To plan with medical staff and other programs in relation to client care
- To ensure the development and maintenance of long term care staff schedules
- Plans and participates in the preparation of long-term plans and budgets based on the Long-term Care program's goals and objectives
- Maintain effective communication and relationships within long term care and across KMHC service areas
- Evaluates the results of overall operations and yearly service area objectives regularly and systematically, reporting through an annual report to the Director of Community and Nursing Care
- Ensures the responsibilities, authorities and accountability of all direct subordinates are defined and understood
- Managers must have a clear understanding of the Kahnawake Community Wellness Plan, and where appropriate, include strategies to address the community's wellness priorities with their service area plans
- 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

- Conducts routine rounds to assess patient needs and staff performance

- Discusses with nurses on the floor the condition of clients, their needs and special requests
- Assists with direct client care when indicated
- Aids in the maintenance of a safe suitable environment for clients
- Ensures that appropriate infection control and isolation procedures are followed
- Ensures the Therapeutic Nursing Plan (TNP) continues to be used and improved
- Ensures the nursing process is carried out in the usage of the daily flow sheets, TNPs and the appropriate practice of charting by exception for long term clients
- Keeps the Director of Nursing & Community Care informed of the needs and problems of the nursing unit, as well as reports on quality of nursing acts and describes clients using data collection methods such as restraint use data, braden scale data, decubitus ulcer report, SMAF scores for long term care clients, etc.
- Promotes and maintains effective working arrangements with other programs
- Orientates all new nursing staff of the unit through an orientation program
- Carries out an annual performance appraisal on all staff
- Oversees and approves monthly staffing schedules
- Assists in assessing staffing needs and making changes within the unit
- Authorizes overtime
- Plans and participates in developing competencies for home-like environment and mistreatment, which is taught to staff
- Ensures nurse on duty plans and provides health teaching for clients
- Plans and participates in developing competencies of staff health teachings
- Evaluates the effectiveness of the professional services for clients
- Works in conjunction with Director of Nursing & Community Care in continuing to research and introduce a quality assurance program for the nursing department
- Actively participates in the Quality Improvement Program.
- Ensures the activities of Quality improvement Programs are practiced at the unit level and that quality care is provided for each client
- Attends all, Team Management meetings, Nurses meetings and hospital staff meetings as required
- Conducts staff meetings on a regular basis to update staff on hospital information/business

SUPERVISORY RESPONSIBILITIES

Responsibilities include interviewing and hiring employees and planning training programs for new employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

- Directly oversees Long Term Care employees, including nursing, rehabilitation personnel, social workers and activity staff
- Carries out supervisory responsibilities in accordance with the organization's policies
- Provides leadership support to the Inpatient Assistant Manager, LTC Nursing Team Leader and PAB team leader
- To ensure annual performance appraisals are conducted on employees

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

Bachelor's Degree in Nursing (5 years) or Three (3) to five (5) years of Nurse management experience
Member of the Order of Nurses Quebec (OIIQ)

Language Skills:

Ability to read, analyze, and interpret general professional journals, technical procedures, or governmental regulations
Ability to write reports, correspondence, and procedure manuals
Ability to effectively present information and respond to questions from groups of managers, clients and the general public
Excellent communication skills required

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference
Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions
Management and organizational skills required

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
Effective interpersonal skills
Administrative, organization and decision-making capabilities
Dynamic and enthusiastic
Leadership ability

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

Director