



Tehsakit'sen: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

Quality Improvement & Risk Management Innovation (QIRMI)
Administrative Technician
Determinate (2 year Contract) Full-Time 35 hours per week
Start Date: ASAP
End Date: September 2027

JOB SUMMARY

Under the responsibility of the Associate Director, The QIRMI Administrative Technician ensure the proper administrative function and management liaison. Their responsibility include the management of complex task, the meticulous monitoring of mandates and files, with respect to QIRMI. They act as a liaison between the QIRMI team and the rest of the hospital community; maintain quality communication and assisting the QIRMI team in managing internal/external partners and day-to-day work activities.

REQUIREMENTS

College Diploma (DEC) in general administrative, accounting, and management techniques, office automation techniques, or in another appropriate college discipline
Two (2) to three (3) years of job related experience and training
Medical terminology certificate or experience in administration in a hospital setting an asset
Excellent computer skills (Microsoft Office, Outlook, Google, Smartsheet, Adobe, Canva)
Experience with the Système d'information de Santé et Services Sociaux Québec (SISSS) web application and Electronic Medical Records (EMR) an asset

SALARY

In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 2101:
Echelon 1 \$27.07 to Echelon 12 \$36.14 per hour, depending on experience

DEADLINE

Friday, October 10, 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:

Human Resource Services
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***



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Kateri Memorial Hospital Centre

TITLE:	Quality Improvement Risk Management and Innovation (QIRMI) Administrative Technician Code 2101
DEPARTMENT:	General Administration
SUPERVISOR:	Associate Director
STATUS:	Determinate Full-Time
EFFECTIVE DATE:	July 2022
REVISION DATE:	May 10, 2024

JOB SUMMARY

Under the responsibility of the Associate Director, The QIRMI Administrative Technician ensure the proper administrative function and management liaison. Their responsibility include the management of complex task, the meticulous monitoring of mandates and files, with respect to QIRMI. They act as a liaison between the QIRMI team and the rest of the hospital community; maintain quality communication and assisting the QIRMI team in managing internal/external partners and day-to-day work activities.

RESPONSIBILITIES

- Performs complex administrative and clerical duties for QIRMI team and Associate Director
- Acts as liaison between the QIRMI and Hospital community, and other organizations when required
- Coordinates, plans, and implements special projects.
- Performs initial analysis of data.
- Ensures that department statistics are maintained according to standards.databases, up-to-date departmental statistics
- Maintains office operations and procedures such as bookkeeping, correspondence, filing and other clerical duties
- Has attitudes and behaviours which assure the provision of safe care and services
- Is vigilant and takes responsibility for ensuring 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 members, supporting mutually beneficial partnerships between clients and health care provider
- Work in an environment that honours the wisdom of Indigenous beliefs, language, culture and traditions

DUTIES

- Provides administrative support to assists the QIRMI team and Associate Director
- Retrieve and summarize information, compose documents and correspondence
- Requisition supplies, equipment, maintenance and repairs services.
- Maintain a safe and neat physical environment.
- Organizes and or schedules meetings/trainings
- Takes minutes and ensures follow-up for meetings for both the Associate Director and QIRMI team distribute and file appropriately
- Prepares and receives outgoing/incoming mail for the department.
- Follow up with the appropriate person for incomplete forms/documents.
- Manages the emails traffic of the Associate Director
- Provides French translation as required
- Processes workshop/conference information and makes arrangements for the Associate Director and QIRM
- Carries out miscellaneous job-related duties as requested by the Associate Director and the QIRMI team.
- Carries out research for reference works and other data on an assigned subject

Research:

- Searches sources such as reference works, documents, and statistical records to obtain data on assigned subjects
- Analyze and evaluate the applicability of collected data
- Dialogs with individuals to obtain data or draft correspondence to answer inquiries

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

College Diploma (DEC) in general administrative, accounting, and management techniques, office automation techniques, or in another appropriate college discipline

Two (2) to three (3) years of job related experience and training

Medical terminology certificate or experience in administration in a hospital setting an asset

Excellent computer skills (Microsoft Office, Outlook, Google, Smartsheet, Adobe, Canva)

Experience with the Système d'information de Santé et Services Sociaux Québec (SISSS) web application and Electronic Medical Records (EMR) an asset

Language Skills:

Ability to read and interpret documents and write reports and correspondence.

Ability to respond to common inquiries from clients or members of the organization

Ability to effectively present information to the Director, the QIRM, and others if needed.

Ability to communicate effectively with clients and employees.

Fluent in English, proficient in French and Kanien'keha languages, an asset.

Mathematical Skills:

Advanced mathematical and statistical skills are an asset.

Reasoning Ability and Interpersonal Skills:

Able to carry out written and oral instructions with high accuracy.

Able to multitask and prioritize tasks in a timely, efficient manner.

Able to work independently or with diverse groups of people

Excellent organizational skills and attention to detail

Responsible, reliable, resourceful and adaptable

Professional attitude with the ability to respect confidentiality and act with discretion and sensitivity.

Able to define problems, collect data, establish facts, and draw valid conclusions.

Physical Demands:

While performing the duties of this position, the employee is frequently required to sit, stand, walk, talk or hear.

The employee must use hands, fingers, handle or feel objects, tools, or controls.

The employee may be required to lift and move up to 25 pounds

Lift, move and carry files, documents and office supplies.

The work environment is that of a healthcare facility with air temperature control and moderate noise levels.

Other Qualifications:

Experience in the administration of human resources programs is an asset

Responsible

Research skills

Experience in the health field is an asset

Ability to work independently and take initiative

Ability to manage stress/priorities

Ability to work in a team setting

Ability to efficiently multi-task concurrently in different environments

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