



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

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	School Health Nurse Indeterminate (Permanent) Full-Time
JOB SUMMARY	The School Health Nurse focuses their attention on the Kahnawake schools. They work with other community agencies and uses their specific skills to promote and preserve health. They provide health information and encouragement to students, and staff. They are responsible for providing vaccination to students in Grades 4 and 9 as per the provincial vaccination schedule. Provides education and support to staff in handling emergencies such as severe allergic reactions, injuries, any illnesses in the school. They provide education to students regarding many health related topics including hand washing and body hygiene, sexual abuse prevention, sexuality, puberty, tobacco prevention, sound sense, etc.
REQUIREMENTS	Bachelor’s Degree in Nursing Current license with the Ordre des Infirmières et Infirmiers du Québec (OIIQ)
SALARY	In accordance to the Quebec Ministry of Health and Social Services (MSSS) reference Code 1911, Group 125: Echelon 1 \$30.27 to Echelon 18 \$53.64 per hour , depending on experience
DEADLINE	Tuesday, February 3, 2026 at 3:30 pm

APPLICATIONS Please submit a complete application package which includes:

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

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

***Only selected candidates will be contacted**



TITLE:	School Health Nurse
	Code 1911 Group 125
DEPARTMENT:	Outpatient Care
SUPERVISOR:	Manager of Community Health Unit
STATUS:	Indeterminate Full-Time
EFFECTIVE DATE:	May 1999
REVISION DATE:	April 2016, March 2024

JOB SUMMARY

The School Health Nurse focuses their attention on the Kahnawake schools. They work with other community agencies and uses their specific skills to promote and preserve health. They provide health information and encouragement to students, and staff. They are responsible for providing vaccination to students in Grades 4 and 9 as per the provincial vaccination schedule. Provides education and support to staff in handling emergencies such as severe allergic reactions, injuries, any illnesses in the school. They provide education to students regarding many health related topics including hand washing and body hygiene, sexual abuse prevention, sexuality, puberty, tobacco prevention, sound sense, etc.

RESPONSIBILITIES

- Meets and maintains Standards of Professional Nursing Competence for Community Health Nurses
- Fulfills duties in accordance to the Standard of Nursing Care Practice at KMHC
- Maintains knowledge regarding best practice guidelines as pertains to the programs under the CHU nurse's mandate.
- Carries out duties in accordance with the philosophy, goals and objectives of the CHU
- Provides input into the formulation and revision of goals, objectives, policies and procedures
- Assists in the orientation and supervision of new CHU staff
- Cooperates, assists and supports other CHU staff in the planning, implementing and evaluation of CHU programs
- Participates in professional development activities
- 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

- Attends monthly CHU meetings and other meetings as required or requested by coordinator
- Submits a weekly schedule and updates to the manager of CHU
- Prepares and submits a plan of activities when requested by the manager of CHU
- Replaces other CHU staff when requested by manager
- Submits all purchase requests to manager for authorization
- Submits bi-weekly timesheet with overtime via Logibec for authorization by manager
- Prepares and submits an annual report of nursing activities to the manager
- Maintains office/clinic equipment, files, documentation, etc. in a presentable manner
- Participates in an annual performance appraisal
- Attends conferences, workshops, professional development, etc. as requested or required by the unit
- Familiarizes self with and follows the specific job descriptions as related to his/her work (see Home Visiting - Newborns, Pre-Natal, Well-Baby, School Health and Adult Prevention)

Job Duties-School Health:

- Promotes awareness regarding health related issues and practices
- Provides scientific and functional health information to administration, staff and students
- Using the Confidential School Medical Record (CSMR), Obtains and documents knowledge of student's health concerns
- Assures the school medication policy is followed and does a random audit twice a year
- Ensures a safe and healthy school environment
- Provides education to school staff regarding Severe Allergic reactions and blood borne disease precautions annually
- Recognizes and develops special health provisions for exceptional children using the Therapeutic Nursing Plan
- Participates in the detection of disease
- Reduces the incidence of communicable and non-communicable diseases
- Organizes and coordinates immunization clinics for Grade 4 and Grade 9 students and as required
- Organizes and coordinates the current health screening program
- Assesses the changing needs of the school environment, plans and evaluates programs accordingly assuring that the priority health needs as stated in the Community Health Plan are incorporated
- Formulates a yearly strategic plan based on goals and objectives
- Keeps documents and statistics as required by the schools and CHU

- Submits an annual report of school activities
- Follows the “Standards de Practique pour l’infirmière en santé scolaire”

QUALIFICATION/REQUIREMENTS

Education/Experience:

Bachelor’s Degree in Nursing

Current licence with the Ordre des Infirmières et Infirmiers du Québec (OIIQ)

Experiences which have provided the opportunity to refine competencies in community health as opposed to hospital related work

Language Skills:

Ability to comprehend and communicate information from professional journals, technical procedures, or governmental regulations.

Ability to communicate information in ways clients can understand

Ability to write reports, correspondence, and procedure manuals.

Excellent communication and interpersonal skills required

Reasoning Ability:

Ability to carry out detailed written and oral instruction

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

Ability to collect information, draw conclusion and intervene in a consistent and logical fashion

Physical Demands:

While performing the duties of the job, the employee is regularly required to sit, walk, bend, squat, talk, hear and stand.

The employee is frequently required to use hands and fingers to handle controls

Other Qualifications:

Computer skills, able to use Microsoft office, e-mail, and willingness to learn new computer programs

Has initiative and a positive attitude, is accountable and self-directed

Ability to act independently and to use good judgment

Ability to speak, read, write in French an asset in dealing with outside agencies

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