



# 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](http://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**                      **Sterilization Aide**  
Indeterminate (Permanent) Full-Time (35 hours per week)

#### JOB SUMMARY

The Sterilization Aide is an integral member of the Outpatient Department (OPD) team and is accountable for the day-to-day technical running of the department. They performs various tasks related to the reprocessing of medical devices according to current protocols and standards. They operate equipment and devices and ensure their general maintenance and proper functioning. They distribute materials from the sterilization suite.

**REQUIREMENTS**            High School Diploma and six (6) months to one (1) year of job-related experience and/or training *or* equivalent combination of education and experience

**SALARY**                            In accordance to the Quebec Ministry of Health and Social Services (MSSS) reference Code 3481, Group 730:  
**Echelon 1 \$25.61 to Echelon 6 \$28.65 per hour, depending on experience.**

**DEADLINE**                        **Friday, May 22, 2026 at 3:30 pm**

**APPLICATIONS**                **Please submit the following documents:**

- ✓ Application Form
- ✓ Letter of Intent
- ✓ Resume
- ✓ Proof of Educational Requirements

**You can find the following documents on [www.kmhc.ca/careers](http://www.kmhc.ca/careers):**

- Job Description
- Application Form

**Submit applications to:**

[kmhc.hr.kahnawake@ssss.gouv.qc.ca](mailto: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***

*Posted: May 8, 2026*



<b>TITLE:</b>	Sterilization Aide Group 730 Code 3481
<b>DEPARTMENT:</b>	Sterilization
<b>SUPERVISOR:</b>	Outpatient Nurse Manager
<b>STATUS:</b>	Indeterminate Full-Time
<b>EFFECTIVE DATE:</b>	May 1999
<b>REVISION DATE:</b>	April 2026

## **JOB SUMMARY**

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## **RESPONSIBILITIES**

- Keeps all outpatient clinical rooms, including stocked with adequate, sterile supplies and equipment in accordance to accepted procedures and standards of practice for the department
- Assigns clinical rooms to physicians, nurses, staff
- Keeps inventory of all instruments used by KMHC Inpatient and Outpatient departments
- Autoclaves and maintains sterile medical supplies and equipment according to department procedures for Homecare, Inpatient and Outpatient Department
- Records monthly statistics of sterilization to the Finance Department
- 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
- Participates as an active member of the Infection, Prevention and Control and attends meetings regularly
- Work in an environment that honors the wisdom of Indigenous beliefs, language, culture and traditions

## **DUTIES**

### **Sterilization**

- Checks expiry dates on IPC and OPC sterilized instruments.
- Prepare soaking solution for Dr.'s offices, treatment room and IPC.
- Collect dirty instruments from Dr.'s offices, treatment room, foot clinic and IPC to put into the washer disinfectant.
- Identifying what instruments are, where they belong and how to prepare them.

- After disinfecting in the washer, inspect, wipe, sort and wrap or bag instruments adding a chemical indicator strip inside each package. Write the date, item description and load # on each item and sterilize along with a wrapped biological indicator vial.
- Testing biological indicator vial in incubator when finished sterilizing.
- Testing a biological indicator vial that is not sterilized to do a control test, making sure vial and incubator are in working order.
- Document in monitoring system booklet and a stats booklet the date, load #, test results and items sterilized.
- Transport sterilized instruments to right departments.
- Clean autoclave and washer disinfecter weekly.
- Wash all containers from physician's offices, and carts used for transporting, etc.

**Aide:**

- Check expiry dates on supplies in OPC.
- Maintains adequate medical supplies in all Dr.'s offices, treatment room, isolation room, RN's office and storage.
- Provides assistance to clinic nurses, physicians and OPC staff.
- Orders supplies from Purchasing Department and picks up supplies for all of OPC and sterilization twice a week.
- Order supplies from internal Pharmacy and Anna Laberge Hospital when needed for OPC.
- Unlock all physician's offices and place physician's names on doors according to schedule.
- Fills out work orders for OPC.
- Maintain the isolation rooms and treatment room throughout the day.
- Bring laundry to laundry room at the end of each day and as needed.

**SCHEDULE OF ACTIVITIES FOR THE UPKEEP AND MAINTENANCE OF ADEQUATE MEDICAL SUPPLIES**

ACTIVITY	TIME
Maintain the Treatment Room stretchers i.e. cleans and changes sheets	Throughout day as required
Bring laundry to Laundry room	At end of day or as needed
Inventory instruments	Once per month
Keep MD, RN and flex offices supplies with swabs, and KITS	Daily
Check expiry dates: IPD & OPD instruments and supplies	Routinely
Check storage room for supplies needed	Daily
Clean disinfecter and sterilizer	Weekly
Order supplies and stock rooms	Tuesday and/or Friday

## QUALIFICATIONS/REQUIREMENTS

### Education/Experience:

High School Diploma; and six (6) months to one (1) year of job-related experience and/or training; or equivalent combination of education and experience  
Willing to take 12 hour online sterilization course

### Language Skills:

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

### Mathematical Skills:

Basic mathematical skills

### Reasoning Ability:

Ability to carry out detailed written or verbal instructions

### Physical Demands:

The employee is regularly required to stand and walk for most of the work day; is required to handle objects, tools, or controls, and reach with hands and arms

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move or push up to 25 pounds of supplies/instruments

### Other Qualifications

Ability to take initiative

Computer knowledge, i.e. Microsoft Office

Planning, organizing and decision-making skills

Professional attitude

Ability to work in a team setting

Motivated and interested in learning

Strong interpersonal skills to support and coworkers in a respectful and compassionate manner.

*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