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 **Lab Clinic Licensed Practical Nurse**
Indeterminate On-Call/Availability*

**Availability positions are based on service needs and are not tied to a set schedule.*

JOB SUMMARY The LPN is a valuable member of the nursing team who is responsible and accountable for nursing care of clients. This person works under the direction of a Clinic Nurse to provide input to Clinic Nurse for the Therapeutic Nursing Plan, and interventions based on best practices. He/she is responsible for following the philosophy, procedures and policies of the hospital center. They keep their professional knowledge and skills up to date as deemed necessary by the Ordre des Infirmières et Infirmiers Auxiliaires du Québec (OIIAQ) and by Kateri Memorial Hospital Centre (KMHC). The Lab Licensed Practical Nurse (LPN) participates in a team providing quality care to meet the immediate needs of the clients.

REQUIREMENTS
Licensed Practical Nurse Diplôme d'études Professionnelles (DEP) with three (3) years experience
Current licence with the Ordre des Infirmières et Infirmiers Auxiliaires du Québec (OIIAQ)
Certification in phlebotomy (blood taking) required

SALARY In accordance to the Quebec Ministry of Health and Social Services MSSS) reference Code 3455, Group 770:
Echelon 1 $27.78 to Echelon 12 $37.08 per hour, depeneding on experience

DEADLINE **Thursday, November 26, 2026**

APPLICATIONS **Please submit a complete application package which includes:**

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

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 application packages will not be considered.
Only selected candidates will be contacted.

Posted: November 12, 2026

Tehsakotitsén:tha
Kateri Memorial Hospital Centre

TITLE:	Lab Clinic Licensed Practical Nurse Group 770 Code 3455
DEPARTMENT:	Outpatient Care
SUPERVISOR:	Manager of Outpatient Care
STATUS:	Indeterminate Availability
EFFECTIVE DATE:	April 2024
REVISION DATE:	

JOB SUMMARY

The LPN is a valuable member of the nursing team who is responsible and accountable for nursing care of clients. This person works under the direction of a Clinic Nurse to provide input to Clinic Nurse for the Therapeutic Nursing Plan, and interventions based on best practices. He/she is responsible for following the philosophy, procedures and policies of the hospital center. They keep their professional knowledge and skills up to date as deemed necessary by the **Ordre des Infirmières et Infirmiers Auxiliaires du Québec** (OIIAQ) and by Kateri Memorial Hospital Centre (KMHC).
The Lab Licensed Practical Nurse (LPN) participates in a team providing quality care to meet the immediate needs of the clients.

RESPONSIBILITIES

- Maintains annual nursing licence for right to practice the profession
- Practices nursing according to the Code of Ethics of the Ordre des Infirmières et Infirmiers Auxiliaires du Québec and KMHC Code of Ethics
- Follows KMHC philosophy, policies and procedures
- Maintains competency of an Licenced Practical Nurse
- 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 honors the wisdom of Indigenous beliefs, language, culture and traditions

DUTIES

<u>Specific Lab Nurse duties include:</u>

- Draws blood for outpatients; 7:00 a.m. - 9:00 a.m., Monday to Friday.
- Processes blood samples
- Provides ECGs for outpatients as requested

- Provides education and support to clients regarding Laboratory procedures
- Provides education and support for clients on Coumadin
- Ensures his/her work area is adequately stocked with necessary supplies
- Ensures that her work area is clean, organized and clutter-free
- Covers Outpatient Clinic Nurse for lunch and breaks
- Acts as the liaison between physician and client
- Performs Outpatient Clinic duties after lab work completed

Outpatient Clinic duties include:

- Identify his/herself by name, explains her role, demonstrating a caring approach
- Takes vital signs as part of treatment plan or regular follow-up appointment prior to seeing the physician.
- Promotes physical comfort and safety
- Reports and records data required for hospital, client and nursing care records
- Prepares and labels specimens for examination, records information and stores specimens as per established procedures
- Sets up for minor surgery, following rules of aseptic technique and established procedure for handling instruments
- Supervises and assists attendant in stocking of room with equipment and supplies
- Ensures emergency equipment are available and ready for use.
- Assists other team members as necessary i.e. home care nurses,
- Conducts Crash cart inspection, weekly in-stock inventory, defibrillator inspection as assigned by the Manager of Outpatient Care
- Participates in Outpatient Care meetings
- Participates in hospital and nursing in-service education programs
- Collaborates with other team members for adequate coverage of the Unit
- Under the direction of a Registered Nurse discusses Therapeutic Nursing Plans with special attention to wound care, medication administration, fall prevention.
- Delivers nursing care such as medication administration, dressing changes, maintaining IV therapy, etc. as per guidelines of the Ordre des Infirmières et Infirmiers Auxiliaires du Québec under the supervision of the clinic nurse.

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

Licensed Practical Nurse Diplôme d'études Professionnelles (DEP) with 3 years experience
Current licence with the Ordre des Infirmières et Infirmiers Auxiliaires du Québec **(**OIIAQ**)**
Certification in phlebotomy (blood taking) required.

Language Skills:

Ability to read, analyze and interpret general technical procedures
Ability to document clearly and effectively present information
Good communication skills
Ability to effectively present information and respond to questions from managers and clients
Excellent communication and interpersonal skills required

Mathematical Skills:
Basic mathematical skills

Reasoning Ability
Ability to carry out detailed written and verbal instruction
Ability to define problems, collect data, establish facts and draw valid conclusions
Organizational skills required

Physical Demands:
While performing the duties of this job, the employee is regularly required to stand, squat, kneel, bend and walk
The employee must frequently lift and/or move varied client weights and occasionally lift and/or move up to 20 pounds
May be exposed to infectious and contagious diseases/materials

Other Qualifications:
Demonstrated ability to communicate effectively with Indigenous people, including sound knowledge and understanding of issues impaction 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
Ability to use Microsoft Office (Word, Excel) and e-mail
Ability to communicate in French an asset
Ability to work in a team setting
Ability to assume initiative
Professional attitude
Strong interpersonal skills to support clients and coworker 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