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

Non-Clinical Support Worker
Indeterminate On-Call/Availability*

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

JOB SUMMARY

The Non-Clinical Support Worker is responsible to cover the following positions when called-upon, with or without prior notice, i.e. vacations, sick days, etc.:
Switchboard - Code 5316
Clinic Receptionist – Outpatient Appointments – Code 2101
Clinic Receptionist – Evening/Weekend – Code 2101
Laboratory Clerical Support Worker – Code 3224
Rehabilitation Services Administrative Assistant – Code 5314
Ophthalmology Attendant – Code 3208
Sterilization Aide – Code 3481
CHU Secretary – Code 5314
Dental Receptionist – Code 3208

REQUIREMENTS

Post-Secondary or Technical School Certificate in Administrative field and three (3) to six (6) months of job-related experience and/or training
Ability to speak effectively before groups of clients and employees
Strong interpersonal skills to support clients and coworker in a respectful and compassionate manner
Ability to assume initiative
Computer knowledge, i.e. Microsoft Office
Ability to work in a team setting

SALARY

In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 5316, Group 504:
Echelon 1 $25.45 to Echelon 5 $27.69 per hour, depending on experience.

DEADLINE

Tuesday, November 24, 2026

APPLICATIONS

Please submit the following documents:

- ✓ 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:
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: November 10, 2026

Tehsakotitsén:tha
Kateri Memorial Hospital Centre

TITLE:	Non-Clinical Support Worker Group 504 Code 5316
DEPARTMENT:	Outpatient Care Services
SUPERVISOR:	Manager of Outpatient Care
STATUS:	Indeterminate Availability
EFFECTIVE DATE:	May 2006
REVISION DATE:	May 2022

JOB SUMMARY

The Non-Clinical Support Worker is responsible to cover the following positions when called-upon, with or without prior notice, i.e. vacations, sick days, etc.:

Switchboard

Clinic Receptionist – Outpatient Appointments

Clinic Receptionist – Evening/Weekend

Inpatient Care Services Ward Clerk

Laboratory Clerical Support Worker

Rehabilitation Services Administrative Assistant

Ophthalmology Attendant

Sterilization Aide

Dental Receptionist

Community Health Unit Secretary

RESPONSIBILITIES

- To fulfill responsibilities and duties by following all accepted procedures
- To respond to all clients, staff and visitors in a courteous, professional and respectful manner
- 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

- As per each job description for above positions

QUALIFICATIONS/REQUIREMENTS

Education/Experience:
Post-Secondary or Technical School Certificate in Administrative field and three (3) to six (6) months of job-related experience and/or training

Language Skills:
Ability to communicate both written and verbally
Ability to speak effectively before groups of clients and employees

Physical Demands:
While performing the duties of the job, the employee is regularly required to sit, walk, talk, hear and maneuver in tight spaces
The employee is frequently required to use hands and fingers to handle controls
Day-to-day work includes:
    - desk and personal computer work
    - interaction with clients, staff and physicians

The work environment is that of a health-care facility with air temperature control and moderate noise levels
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 assume 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 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