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 **Outpatient Care Nurse**
Indeterminate On-Call/Availability*

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

JOB SUMMARY The Outpatient Care Nurse functions within the organizational structure of the ambulatory health care services. The Outpatient Care Nurse assumes the responsibility of practice as a professional nurse using the nursing process as a frame of reference and provides nursing interventions and therapeutics.

REQUIREMENTS
DEC in Nursing
Three (3) to five (5) years of experience
Current license with the Ordre des Infirmières et Infirmiers du Québec (OIIQ)
Regularly required to sit, stand and walk
Frequently lift and/or move varied client weights and occasionally lift and/or move equipment up to 20 pounds

SALARY In accordance to the Quebec Ministry of Health and Social Services MSSS) reference Code 2471, Group 225:
Echelon 1 $29.61 to Echelon 18 $47.48 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 OIIQ 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

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Kateri Memorial Hospital Centre

TITLE:	Outpatient Care Nurse Group 225 Code 2471
DEPARTMENT:	Outpatient Care Services
SUPERVISOR:	Manager of Outpatient Care
STATUS:	Indeterminate Full-time
EFFECTIVE DATE:	May 1999
REVISION DATE:	December 2018, January 2023, October 2024, August 2026

JOB SUMMARY

The Outpatient Care Nurse functions within the organizational structure of the ambulatory health care services. The Outpatient Care Nurse assumes the responsibility of practice as a professional nurse using the nursing process as a frame of reference and provides nursing interventions and therapeutics.

RESPONSIBILITIES

- Conducts nurse-client interviews and nursing diagnosis, identifying priority client needs
- 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

- Identifies his/herself by name and explains his/her role, demonstrating a caring approach
- Assesses clients' needs regarding care
- Provides nursing interventions such as health teaching, medication teaching, life style counselling, coping enhancement and anxiety reduction
- Provides nursing therapeutics such as medication administration, dressings and irrigations
- Provides information, resources and/or personnel to assist clients
- Anticipates procedure requirements based on knowledge of the plan of treatment and on the condition of clients
- Assists in the transport of cardiac clients with intravenous therapy
- Promotes physical comfort and safety of clients
- Reports and records data required for hospital, client and nursing care records and statistics

- Obtains, prepares and labels specimens for examination, records information and stores specimens as per established procedures
- Follows physicians' prescriptions as to administration of medication and other therapeutic procedures
- Performs certain tests: pregnancy, Strep A, urine Chemstrip, EKG, Covid, etc.
- Sets up for minor surgery, following the rules of aseptic technique and the established procedure for handling instruments
- Ensures emergency equipment is available and ready for use.
- Sends damaged equipment for repair and alerts other team members and manager
- Assists other team members and/or nurses as required
- Directs and teaches team members who participate in client care
- Acts as a liaison as necessary, between other departments, clients and/or physicians
- Conducts weekly emergency cart inspections, in-stock inventory and defibrillator inspections as assigned by the Manager of Outpatient Care
- Participates in department meetings
- Participates in hospital and nursing in-service education programs
- Processes and attends to emergencies
- Collaborates with other team members for adequate coverage of the unit
- Calls patients to follow-up on INR results, culture results as needed.
- Covers Lab Nurse as needed (see Lab Nurse duties)

<u>Specific Micro Team duties</u>

- Execute clinical tasks and requests that are associated with the MD and room covered.
- Work in conjunction with other nurses to ensure optimized care flow and spread of tasks.
- Assist associated MD with administrative tasks as needed such as chart reviews phone calls, if it optimises the patient flow in the clinic.

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

- Supervises the Laboratory Technician worker
- 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
- Acts as a liaison between KMHC departments, CHAL Lab and Computer Technician
- 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 Nurse duties after lab work completed

QUALIFICATIONS/REQUIREMENTS

Education/Experience:
DEC in Nursing
Three (3) to Five (5) years of experience
Current license with the Ordre des Infirmières et Infirmiers du Québec (OIIQ)

Language Skills:
Demonstrate excellent communication skills
Ability to analyze and interpret general professional journals, technical procedures and governmental regulations
Able to write reports and carry out detailed written and verbal instructions
Ability to effectively present information and respond to questions from managers, clients/families, and physicians

Mathematical Skills:
Basic mathematical skills

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

Physical Demands:
Regularly required to sit, stand and walk
Frequently lift and/or move varied client weights and occasionally lift and/or move equipment up to 20 pounds

Other Qualifications:
Ability to use Microsoft Office (Word, Excel) and e-mail
Willing to learn new software including electronic medical record (MYLE), lab computer (Helios)
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 communicate in French language an asset
Demonstrate excellent interpersonal skills
Recognize the importance of teamwork within the interdisciplinary team
Enjoy working in a changing and challenging environment

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