



# 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](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.*

<b>POSITION</b>	Non-Clinical Support Worker Indeterminate On Call/Availability
<b>JOB SUMMARY</b>	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 CHU Secretary Dental Receptionist
<b>REQUIREMENTS</b>	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
<b>SALARY</b>	In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 5318/2101, Group 504: Echelon 1 \$21.54 to Echelon 4 \$26.44 per hour, depending on experience
<b>DEADLINE</b>	<b>Wednesday, May 1, 2024 at 3:30 pm</b>
<b>APPLICATIONS</b>	<b><u>Please submit the following documents:</u></b> <ul style="list-style-type: none"><li>✓ Application Form</li><li>✓ Letter of Intent</li><li>✓ Resume</li><li>✓ Proof of Educational Requirements</li><li>✓ A signed <b>Privacy Waiver</b> along with a <b>photocopy of a valid photo Identification Card</b> (Driver's License preferred or Medicare Card or Band Card)</li></ul>

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

- Job Description
- Privacy Waiver
- 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.*

Posted: April 17, 2024



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Kateri Memorial Hospital Centre

<b>TITLE:</b>	Non-Clinical Support Worker Group 504 Code 5318
<b>DEPARTMENT:</b>	Outpatient Care Services
<b>SUPERVISOR:</b>	Manager of Outpatient Care
<b>STATUS:</b>	Indeterminate Availability
<b>EFFECTIVE DATE:</b>	May 2006
<b>REVISION DATE:</b>	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 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

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