



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

KMHC is an expanding hospital centre located on 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	(Two) 2 Security Indeterminate (Permanent) Full-Time
JOB SUMMARY	Security will protect the physical environment of the Kateri Memorial Hospital Centre (KMHC) and carry-out their duties by adhering to the highest standards of ethical and moral conduct while acting in the best interest of the organization. Security will monitor and patrol the various pavilions and property to create a safe and secure surroundings for patients, staff, and the visiting public. Security ensures that KMHC rules and regulations are enforced in a prudent and reasonable fashion as they apply to Security, Fire Safety and both vehicular and pedestrian traffic while fully supporting the mission, vision and values of KMHC.
REQUIREMENTS	High School Diploma preferred and three (3) to six (6) months of job-related experience and/or training Security Training Certificate an asset The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or moves up to twenty-five (25) pounds and occasionally lift and/or move up to one hundred (100) pounds
SALARY	In accordance with the Quebec Ministry of Health and Social Services (MSSS) reference Code 6373, Group 633: Echelon 1 \$23.24 per hour
DEADLINE	Wednesday, May 1, 2024 at 3:30 p.m.
APPLICATIONS	<u>Please submit a complete application package which includes:</u> <ul style="list-style-type: none">✓ Application Form✓ Letter of Intent✓ Resume✓ Proof of Educational Requirements✓ Provide names and contact information of three (3) Professional References✓ A signed Privacy Waiver allowing a security check to be performed along with a photocopy of a valid photo Identification Card (Driver's License preferred or Medicare Card or Band Card)

You can find the following documents on www.kmhc.ca/careers:

- Job Description
- Privacy Waiver
- Application Form

Submit applications to:
kmhc.hr@kmhc.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

TITLE:	Security Group 633 Code 6373
DEPARTMENT:	Plant Services
SUPERVISOR:	Manager of Plant Services
STATUS:	Indeterminate Full Time
EFFECTIVE DATE:	May 1999
REVISION DATE:	April 2024

JOB SUMMARY

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RESPONSIBILITIES

- Maintain public safety and order on-site while maintaining a high visibility presence.
- Provide a high level of customer service.
- Control access to site, ensuring that only authorized personnel and visitors enter.
- Monitor surveillance systems to identify and respond to any suspicious activities.
- Be alert and identify potential breaches like attacks, theft, or abductions.
- Keep medical staff safe from abuse and battery by watching for disruptive patients, guests, or family members of patients.
- Identify suspicious activity to help prevent incidents.
- Use verbal de-escalation skills to resolve safety incident including effectively manage agitated or aggressive patients or visitors. Handle and de-escalate high- stress or problematic situations and mitigate and neutralize threats.
- Respond to alarms and emergency requests.
- Initiate emergency plans, evacuating patients, and coordinating with Peacekeepers or other emergency services when necessary.
- Maintain confidentiality and discretion when handling private information.
- Assessing risks (such as unlocked doors, blocked entrances and exits, mechanical issues, and other security breaches).

- Prepare written detailed reports about any situation or irregularities that occurred during an incident.

DUTIES

Security

- Ensures security station is always staffed and emergency panels always monitored.
- Assisting with visitor management including greeting, screening, and directing visitors to appropriate locations or escorting visitors after hours. Calling departments and verifying approval for visitation, maintaining, and screening deliveries to patients and staff.
- Respect and enforce Visitor policies, including visiting hours, limits to the number of people in a room, ID and verification requirements.
- Abide by the hospital's identification/visitor policies by issuing passes, contractor/vendor/visitor.
- Explains and enforces hospital guidelines.
- Managing verbally or physically aggressive situations without injury to patients and staff, using verbal intervention/de-escalation skills, remaining calm, exercising judgment, and avoiding unnecessary physical force and abusive language.
- Must keep a daily log of all occurrences.
- Write accurate forensic incident reports using objective data and clear, concise language that comply with rules of discovery, insurance investigations and any other KMHC requirements.
- Makes nightly security rounds of the building, ensuring that all lights are shut off and all windows and doors are secured: 18:00, 21:30, 3:00, and 5:30.
- Locks all entrances and exits at 20:00 or at 22:00 for evening clinics
- Answers doorbell between 20:00 and 7:00.
- Maintain a constant Fire watch; remains close to fire panel in between rounds.
- Responding efficiently and effectively to alarms, emergency response codes, trauma alerts, external and internal disasters and/or drills, etc.
- Follow Emergency Codes scripts and protocols.
- Follows essential duties during power failure according to KMHC procedures.
- Checking exterior lighting and access routes to emergency exits, including ensuring the ambulance, and fire lanes are clear.
- Assisting in the transfer of high-risk patients.
- Performing morgue release procedures.
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Maintenance

- Performs minor repairs when Maintenance personnel are not on shift.
- Removes snow and ice from all fire exit and entrances at each shift, as required.

Evening Shift Duties - 15:00 to 23:00

- Removes kitchen garbage & prepares kitchen for cleaning, if required.
- Picks up Inpatient garbage before 20:00hrs on weekends, if required.

Night Shift Duties 23:00 to 7:00

- Washes kitchen and food storage room floors nightly, if required.
- Sweeps and washes ceramic floors at entrances on weekends.

QUALIFICATIONS/REQUIREMENTS

Education/Experience:

- High School Diploma preferred and three (3) to six (6) months of job-related experience
- Security Training Certificate an asset

Physical Demands:

- Must have good overall physical fitness.
- Frequently required to walk and occasionally required to climb or balance, stoop, kneel and crouch.
- Must regularly lift and/or move up to ten (10) pounds, frequently lift and/or moves up to twenty-five (25) pounds and occasionally lift and/or move up to one hundred (100) pounds
- Ability to speak effectively and to communicate in a tactful and diplomatic manner
- Have sound judgment.
- Have an empathy-led mindset.
- Ability to remain calm under pressure.
- Knowledge of healthcare environments, such as what threats and vulnerabilities are present.
- The ability to form strong working relationships with staff.
- Have a working knowledge of computers, including Microsoft Word.

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