



# 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.*

**POSITION** Community Health Nurse – Child Health  
Determinate Full-Time  
August 5, 2024 to August 2026

**JOB SUMMARY** The Community Health Nurse is a professional nurse who focuses her attention on the community. He/she works with other community agencies and uses his/her specific skills to promote and preserve health. The Community Health Nurse provides skilled nursing care to clients in their normal environment of home, school and the workplace, assumes a primary prevention role in specialized clinics in collaboration with other organizations both inside and outside the community.

**REQUIREMENTS** Bachelor’s Degree in Nursing or Community Health  
Current license with the Ordre des Infirmières et Infirmiers du Québec (OIIQ)  
Experience which have provided the opportunity to refine competencies in community health as opposed to hospital related work.

**SALARY** In accordance to the Quebec Ministry of Health and Social Services (MSSS) reference Code 1911, Group 125:  
Echelon 1 \$29.50 to Echelon 18 \$52.28 per hour, depending on experience

**DEADLINE** Tuesday, July 30, 2024 at 3:30 pm

**APPLICATIONS** Please submit the following documents:

- ✓ Letter of Intent
- ✓ Resume
- ✓ Proof of Educational Requirements/Copy of Nursing License
- ✓ A signed **Privacy Waiver** along with a **photocopy of a valid photo Identification Card**

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

- Job Description
- Privacy Waiver

**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.*



<b>TITLE:</b>	Community Health Nurse – Child Health Code 1911 Group 125
<b>DEPARTMENT:</b>	Outpatient Care Services
<b>RESPONSIBLE TO:</b>	Manager of Outpatient Care
<b>STATUS:</b>	Indeterminate Full-Time
<b>EFFECTIVE DATE:</b>	July 2018
<b>REVISION DATE:</b>	July 2019, June 2022

## **JOB SUMMARY**

The Community Health Nurse is a professional nurse who focuses his/her attention on the community. He/she works with other community agencies and uses his/her specific skills to promote and preserve health. His/her clientele are well people and she strives to prevent disease or retard its progress, to reduce the deleterious effects of unavoidable disease and to support those facing crisis situations. He/she provides information and encouragement to individuals, families, special groups and the community as a whole. He/she assists in the development and practice of habits conducive to health. The Community Health Nurse provides skilled nursing care to clients in their normal environments of home, school and the workplace, and assumes a primary prevention role in specialized clinics in collaboration with other organizations both inside and outside the community.

## **RESPONSIBILITIES**

- Meets and maintains Standards of Professional Nursing Competence for Community Health Nurses
- Fulfills duties in accordance to the Standard of Nursing Care Practice at KMHC
- Maintains knowledge regarding best practice guidelines as pertains to the programs under the Community Health Nurse's mandate
- Carries out duties in accordance with the philosophy, goals and objectives of the Community Health Unit (CHU)
- Provides input into the formulation and revision of goals, objectives, policies and procedures
- Assists in the orientation and supervision of new CHU staff
- Cooperates, assists and supports other CHU staff in the planning, implementing and evaluation of CHU programs
- Participates in professional development activities
- 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

- Attends monthly CHU meetings and other meetings as required or requested by coordinator
- Submits a monthly schedule and updates to the CHU Manager
- Prepares and submits a plan of activities when requested by the CHU Manager
- Replaces other CHU staff when requested by CHU Manager
- Submits all purchase requests to the CHU Manager for authorization
- Submits bi-weekly timesheets (including any overtime) via Logibec for authorization by the CHU Manager
- Maintains office/clinic equipment, files, documentation, etc. in a presentable manner
- Participates in an annual performance appraisal
- Attends conferences, workshops, professional development, etc. as requested or required by the unit

### School Health:

- Promotes awareness regarding health related issues and practices
- Provides scientific and functional health information to administration, staff and students
- Using the Confidential School Medical Record (CSMR), obtains and documents knowledge of students' health concerns
- Assures the school medication policy is followed, and performs a random audit twice a year
- Ensures a safe and healthy school environment
- Provides education to school staff regarding severe allergic reactions and blood borne disease precautions annually
- Recognizes and develops special health provisions for exceptional children using the Therapeutic Nursing Plan
- Participates in the detection of disease
- Reduces the incidence of communicable and non-communicable diseases
- Organizes and coordinates immunization clinics for Grade 4 and Grade 9 students, and as required
- Organizes and coordinates the current health screening program
- Assesses the changing needs of the school environment, plans and evaluates programs accordingly, assuring that the priority health needs as stated in the Community Health Plan are incorporated
- Formulates an annual strategic plan based on goals and objectives of the Community Health Plan
- Keeps documents and statistics as required by the schools and CHU
- Submits an annual report of school activities
- Follows the "Standards de pratique pour l'infirmière en santé scolaire"

### Well Baby Clinic:

- Replaces the Well Baby Clinic Nurse as required
- Carries out Well Baby Clinic activities according to CHU policy and procedures
- Acts as a resource to the family in all areas of child care
- Assesses and guides the 0-5 clientele and their family using the established developmental assessment tools (CDC Growth Charts and the Roarke Assessment sheets) in all areas of health
- Advocates and provides support for breastfeeding mothers
- Acts as a liaison with the client's physician

- Updates all immunizations according to the Protocole d'immunisation du Quebec (PIQ)
- Refers children and families to appropriate resources as needed (i.e. dentist, ophthalmology, Step by Step Child and Family Centre, Parenting Group, etc.)
- Documents all activities as per KMHC medical records procedure
- Keeps statistics as required by CHU

## **QUALIFICATIONS/REQUIREMENTS**

### Education and Experience:

Bachelor's Degree in Nursing or Community Health

Current member of Ordre des Infirmieres et Infirmiers du Quebec (OIIQ)

Experience which have provided the opportunity to refine competencies in community health as opposed to hospital related work

### Language Skills:

Ability to comprehend and communicate information from professional journals, technical procedures or governmental regulations

Ability to communicate information in ways clients can understand

Ability to write reports, correspondence, and procedure manuals

Excellent communication and interpersonal skills

### Reasoning Ability:

Ability to carry out detailed written and oral instruction

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

Ability to intervene in a consistent and logical fashion when required

Organized with good time management skills

### Physical Demands:

While performing the duties of the job, the employee is regularly required to sit, walk, bend, squat, talk, hear and stand

The employee is frequently required to use hands and fingers to handle controls

### 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

Computer skills with the ability to use Microsoft office, e-mail, and a willingness to learn new computer programs as required

Has initiative and a positive attitude, is accountable and self-directed

Ability to act independently and to use good judgment

Ability to speak, read and write in French an asset

*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