



**FIRST NATIONS OF QUEBEC
AND LABRADOR HEALTH
AND SOCIAL SERVICES
COMMISSION**

The FNQLHSSC is a non-profit organisation that is responsible for supporting the efforts of the First Nations of Quebec in order to, among other things, plan and deliver culturally-appropriate and preventive health and social services programs.

FNLED Mobile Interviewer

On a contractual basis until March 2020

The **FNQLHSSC** is looking for people who are interested in applying to be part of a mobile team of interviewers as part of the First Nations Labour and Employment Development (FNLED) Survey among the First Nations communities in Quebec.

The data collection will take place in 14 communities throughout the province of Quebec and is expected to be completed in March 2020.

Job summary

The interviewers are entrusted with the mandate to plan and conduct interviews in a collaborative and supportive fashion with local interviewers in the communities participating in the surveys.

Main responsibilities

- Travel for periods of 10 to 20 days to First Nations communities in Quebec.
- Contact and make appointments with the people from the First Nations communities who have been selected to ask them to participate in a survey.
- Conduct interviews using the electronic questionnaire.
- Ensure compliance with the established protocols regarding data security.
- Answer any questions related to the FNLED from participants as part of the interviews.
- Follow-up on a weekly basis with the person in charge of this survey at the FNQLHSSC.
- Perform all other related duties.
- Represent the organization at meetings at the regional and national levels in their field of activity to share and support the interests of the Quebec First Nations.
- Contribute to the smooth running of the organization's activities and the maintenance of a working atmosphere focused on mutual assistance, a concerted approach and collaboration.

Prerequisites

- High school diploma or relevant work experience, preferably in a First Nations community or organization
- Basic computer skills
- Spoken bilingualism (French and English)
- Experience in customer service or conducting statistical surveys or polls
- A valid driver's license
- Speaking a First Nations language is considered an asset
- Intermediate knowledge of Microsoft Office, Internet and electronic messaging
- Availability to work and travel outside of normal business hours

Desired skills and attitudes

- Autonomy
- Ability to meet deadlines
- Ability to work as part of a team
- Discretion and respect for confidentiality
- Interpersonal skills and dynamism
- Reliability
- Communication skills both oral and written
- Perseverance
- Proactivity
- Sense of planning and organization

Contract-related conditions

- Mandatory three-day training provided by the FNQLHSSC in Wendake
- Fixed pay of \$120.00 per day
- Accommodation and transportation costs are covered by the FNQLHSSC in accordance with its financial management policy
- Interviewers must comply with the confidential nature of the job
- Interviewers will be required to meet the criminal record requirements. To do this, they must provide a criminal record check obtained from a police department. If a criminal record exists, reasons must be provided.
- The schedule is flexible and based on respondent availability. The interviewers must be available to work on short notice and over long hours during the collection period on days, evenings or weekends.

Contract start date

Spring 2019

Interested persons must send their curriculum vitæ and a cover letter (mandatory) to:

Ms. Laurie Villeneuve, Human Resources Advisor

First Nations of Quebec and Labrador Health and Social Services Commission

250 Place Chef-Michel-Laveau, Suite 102, Wendake, Quebec GOA 4V0

Fax: 418-842-7045

E-mail: rh@cssspnql.com

Only selected candidates will be contacted.

Priority will be given to Quebec First Nations and Inuit

