



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

*To accompany Quebec First Nations in achieving
their health, wellness, culture and self-
determination goals.*

JOB OFFER

Community Projects Development Agent

Remplacement until February 2021. Full-time position 35 hours/week

Summary of the responsibilities

While respecting the mission, orientations, values and general policies of the FNQLHSSC and under the authority of the Early Childhood Services Manager, the incumbent is responsible for advising and supporting the communities in the development, implementation and follow-up of the concerted action projects fostering the global development of the children (from pregnancy to five years) while providing support to the parents in order to enable the children to start school in a successful manner. He/she acts as the liaison agent between the local and regional settings and the *Avenir d'enfants* organisation and supports the development of strategic partnerships with the regional authorities.

Main responsibilities

- Acting as a contact person in the area of early childhood services and social development for the communities as well as the organisations, by making his/her expertise available to all.
- Developing and maintaining a network of contacts with the First Nations (FN) organisations and partners as well as with the different counterparts among the various levels of government.
- Supporting the community interveners in the promotion of projects in such a way as to rally the communities and foster the adhesion of the partners to the principles and values of the projects.
- With the local and regional contacts, developing and maintaining a streamlined approach to the pertinent expertise and information to be made available to the communities.
- Contributing to the action plans of the local associations by providing information on the orientations, frames of reference and tools jointly developed by *Avenir d'Enfants* and the FNQLHSSC.
- Participating in meetings, committees and/or concerted action tables with various partners related to his/her field of action.
- Collaborating in the adaptation of effective information and awareness tools and facilitating their appropriation.
- Supporting the development and drafting of projects, action plans and other documents that are essential to their implementation.
- Assisting the communities in the organisation, preparation and concerted approaches fostering the implementation of services.
- Responding to the occasional assistance requests by offering professional advice in order to support the community interveners in the area of human and financial resources and in their implementation.
- Collaborating in the identification of the training needs for the community interveners and making recommendations in this area.
- Ensuring linkages with the other projects carried out by the FNQLHSSC in order to maximise the actions and impacts of the projects.
- Carrying out proactive control over the budgets and using the resources (human, material and financial) that are under his/her responsibility in an optimal manner.
- Drafting the necessary reports, meetings summaries and official documents.
- Representing the organisation in the context of meetings at the regional and national levels in his/her field of action in order to present and support the interests of the First Nations of Quebec and Labrador.
- Contributing to the smooth operation of the organisation's activities and the maintenance of a work climate that is focused on mutual aid, a collaborative approach and collaboration.

Employment prerequisites and conditions

- Bachelor's degree in a discipline related to the social sciences or administration and a minimum of three (3) years of employment-relevant experience (*an equivalent combination of relevant education and experience could also be considered*);
- Experience in community mobilisation constitutes an asset.
- Very good knowledge of French and English (advanced level) – both written and spoken.
- Knowledge and experience related to the First Nations setting constitutes an asset.
- Knowledge of the early childhood and social development programs offered to the First Nations constitutes an asset.
- Knowledge of the networks connected to the early childhood field constitutes an asset.
- Intermediate knowledge of Microsoft Office, Internet and electronic mail.
- Travelling on a regular basis required.

Desired skills and attitudes

- Autonomy
- Capacity to set priorities
- Capacity to respect deadlines
- Capacity to manage a budget
- Capacity to foster mobilisation
- Capacity for teamwork
- Facilitation capacity
- Capacity to adapt
- Capacity for analysis and summary
- Communication skills – oral and written
- Relational skills (openness and ability to establish contacts)
- Being proactive
- Sense of planning and organisation

Salary

The gross annual salary upon employment is situated between \$46 664,80 and \$54 126.80 and varies according to the candidate's experience. Please note that in order to have access to the mentioned starting salary, the retained candidate must meet the requirements in terms of minimum experience and academic training or possess the equivalencies when the employment so allows.

Employment Date

The incumbent is expected to start on November 18, 2019

Interested persons must send their curriculum vitae and a cover letter **no later than October 29, 2019** 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 G0A 4V0

Fax: 418-842-7045

Email: rh@cssspnql.com

Only selected candidates will be contacted.

Priority will be given to Quebec First Nations and Inuit

