



## ESTABLISHMENT ADVISOR (1106)

PERMANENT FULL-TIME

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| <b>DEPARTMENT:</b>    | Project management office Admin – PMO (732101) |
| <b>WORK LOCATION:</b> | Chisasibi                                      |
| <b>UNION:</b>         | CSN  |
| <b>STATUS:</b>        | 1 Permanent Full-Time                          |
| <b>HOURLY SALARY:</b> | Min. (1) \$23.63 - Max (18) \$43.63            |

### SUMMARY OF THE POSITION

Person who applies professional techniques to oversee services that are offer jointly by the region's establishments. She/he studies community service management, analyzes and identifies the needs of local establishments and maintains relations with these establishments.

### REQUIREMENTS

Education:

- Bachelors in administration, social sciences or human science;

Experience:

- Two (2) years of relevant experience in project management.

Knowledge and Abilities:

- Good knowledge of MSSS legislation and regulations is an asset;
- Ability to communicate theoretical and practical knowledge as applied to coaching and training;
- Ability in computer office applications;
- Ability to manage multiple projects simultaneously;
- Ability to develop solid working relationship with colleagues, partners and members of the community;
- Ability to conduct data analysis;
- Excellent critical thinking, synthesis, organizational and decision-making skills;
- Sense of accountability, resourcefulness and high adaptability capacity;
- Knowledge of Cree culture and language is an asset;
- Ability to work unsupervised and team work skills;
- Practical, attentive to detail and analytical;
- Flexible, discrete and empathetic.



## LANGUAGE

- Fluent in English;
- Fluency in Cree or French is an asset.

## OTHER

- Valid driver's license because required to travel to different communities.

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|--------------------------------|-------------------------|
| <b>POSTING START/END DATE:</b> | 2021/01/14 – 2021/01/28 |
| <b>POSITIONS AVAILABLE:</b>    | 1                       |
| <b>HOUSING PROVIDED:</b>       | Yes                     |
| <b>SHIFT TYPE:</b>             | Day                     |
| <b>HOURS PER DAY/WEEK:</b>     | 7.00 / 5.00             |

## HOW TO APPLY

To apply, please forward your resume to:

**Cree Board of Health & Social Services of James Bay**

Tel 514-861-5955 Fax 514-989-7495

Email [jobs.reg18@ssss.gouv.qc.ca](mailto:jobs.reg18@ssss.gouv.qc.ca)

With your application, please make sure to specify the Posting # and the Job title on which you wish to apply.

**WE THANK ALL CANDIDATES WHO APPLY, HOWEVER ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**

## NOTES

In accordance with various Sections of the James Bay and Northern Quebec Agreement (JBNQA), the organization has the objective of staffing all of its positions with qualified and competent beneficiaries of the JBNQA.