

## PLANNING, PROGRAMMING, RESEARCH OFFICER (1565)

### PERMANENT FULL-TIME

<b>DEPARTMENT:</b>	Nishiiyuu Miyupimaatisiun (676108)
<b>WORK LOCATION:</b>	Chisasibi
<b>UNION:</b>	CSN
<b>STATUS:</b>	1 Permanent Full-Time
<b>HOURLY SALARY:</b>	Min. (1) \$25.25 - Max (18) \$45.22

### SUMMARY OF THE POSITION

The incumbent is assigned in one or more programs with the goal of providing professional assistance in the development of services. She/he ensures research activities necessary for the identification and evaluation of resources and needs. She/he conceives and proposes plans and programs for development, in order to ensure the adequate planning of services. She/he provides advice in relation to the implementation or improvement of programs and/or services. She/he can participate in various teaching and training activities.

### SPECIFIC FUNCTIONS

The incumbent carries out various planning activities for Nishiiyuu Miyupimaatisiun programming, for implementation in all areas of the organization's services, programs and administrative functioning at the strategic level (needs, philosophy, goals, orientation and general framework), and the tactical level (specific needs, objectives, definition of the Nishiiyuu Miyupimaatissiu practice, programming and policy development, and the development of culturally appropriate program and policy manuals, guidelines and tools).

She/he also participates in studies, program evaluation and human resources development activities. She/he also provides professional assistance and participates in the operational delivery planning and supervision of Nishiiyuu Miyupimaatisiun services and programs.

More specifically:

- Ensures that the Nishiiyuu Council of Elder's (NCOE) guidance and norms for Traditional Protocols and Practices, according to the terms of reference of the NCOE, are respected.
- Collaborates towards the determination of standards of practices and standards of quality for the programs and services in the communities that follow a Nishiiyuu approach (culture-based services).
- Collaborates so that services developed and/or provided are based on respect and autonomy of individuals and communities, and respond to their bio-psycho-social needs as well as cultural and spiritual needs.
- Evaluates the satisfaction of the clientele, including cultural competency of provided services.
- Collaborates to introduce and maintain a proactive approach to client satisfaction.
- Identifies client satisfaction indicators for use by the organization.
- Collaborates in the design of client satisfaction evaluations with departments including the follow up of indicators.
- Collaborates in the determination of the accreditation process and works collaboratively with the accreditation team.
- Collaborates towards the production of presentations and reports to support Nishiiyuu Miyupimaatisiun activities.
- Contributes to the continuous evaluation of client satisfaction.
- Carries out any other function at the request of the supervisor.

### REQUIREMENTS

#### Education:

- Bachelor's degree in a health, social work, social sciences, administration sciences or in another appropriate discipline.
- Holder of Traditional Eenu/Eeyou Traditional Knowledge and holistic healing practices, at a level appropriate to program development planning;



Experience:

- Three (3) years of Nishiiyuu Miyupimaatisiun related program delivery or planning experience or an equivalent combination of knowledge and experience, based upon association with Traditional knowledge and Activities may be considered;
- Holder of Traditional Eenu/Eeyou Traditional Knowledge and holistic healing practices, at a level appropriate to program development planning;
- Three 3 years of experience in program evaluation.

Knowledge and Abilities:

- Knowledge of Cree culture, traditions, communities and language;
- Ability to apply Eeyou (Cree) culture, values, traditions and teachings into programs and services;
- Knowledge of, or ability to grasp the issues and context that relate to First Nation professional services programming;
- Capacity to use qualitative and quantitative research methods;
- Knowledge of the MSSS practice, programs, laws, regulations, Network, orientations and trends, including CLSC, Hospital Services, Readaptation, Rehabilitation, Mental Health and Dependencies, and Public Health;
- Knowledge of program planning and experience in multidisciplinary teamwork, information management and evaluation;
- Excellent critical thinking, decision-making, planning and organizational skills;
- Results-oriented, autonomous, flexible, and ability to multi-task;
- Excellent communication skills, both written and presentation;
- Ability to effectively collaborate with all colleagues, as a team member and team leader;
- Excellent knowledge of Microsoft suite and data analysis program (e.g. SPSS).

**LANGUAGE**

- Fluent in Cree and one of French or English;
- Fluency in the third language is an asset.

**OTHER**

- Willing to travel on an occasional basis.

<b>POSTING START/END DATE:</b>	2021/04/07 – 2021/04/21
<b>POSITIONS AVAILABLE:</b>	1
<b>HOUSING PROVIDED:</b>	Yes
<b>SHIFT TYPE:</b>	Day
<b>HOURS PER DAY/WEEK:</b>	7.00 / 35.00

**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.