

PLANNING, PROGRAMMING AND RESEARCH OFFICER (1565) – FAMILY GROUP CONFERENCING

PERMANENT FULL-TIME

DEPARTMENT:	Nishiiyuu Miyupimaatsiun (DYP SPECIAL FUNDS)
WORK LOCATION:	Mistissini
UNION:	CSN
STATUS:	1 Permanent Full-Time
HOURLY SALARY:	Min. (1) \$25.25 – Max. (18) \$45.22

SUMMARY OF THE POSITION

Person who is responsible for one or more programs with a view to providing professional assistance for the development of services related to family group conferencing. She/he conducts research activities that are necessary for identifying and assessing needs and resources. She/he conceives and proposes plans and programs for development in order to ensure adequate planning for services. She/he provides advice concerning the implementation or improvement of programs and/or services. She/he may participate in various teaching or training activities.

The incumbent contributes to the development of community partnerships and work in collaboration with Youth Protection services and Youth Healing Services to ensure the development of the program meets the needs of the population.

SPECIFIC FUNCTIONS:

- Collaborates in planning and programming for Nishiiyuu Miyupimaatsiun services and program plans related to family group conferencing (FGC);
- Contributes to development of local strategic plans and projects for each community;
- Collaborates with Youth Protection Services and Youth Healing Services;
- Collaborates with communities to ensure that the services developed and/or provided are based on respect of individuals and communities, and respond to their holistic needs as well as cultural and spiritual needs;
- Collaborates in the promotion of Nishiiyuu Miyupimaatsiun *Nhduukuuhiiwaasuuch* (Traditional Healer) in the design, research and the delivery of Nishiiyuu Miyupimaatsiun traditional healing practices;
- Collaborates on the production of presentations and reports to support Nishiiyuu Miyupimaatsiun activities, to ensure that:
 - a. FGC Programs/services are evaluated;
 - b. FGC Programs/services are distributed suitably;
 - c. Beneficiaries' individuality and privacy are respected and their families and other significant persons are included, should the case arise, into the FGC programs/services;
 - d. Confidential data regarding the beneficiaries are respected within her/his area of responsibility;
 - e. Beneficiaries' files and organizational indicator reports are completed by the staff;
- Promotes awareness of Family Group Conferencing in the communities and the concerned Cree Board of Health department;
- Coordinates and/or provides orientation and training on FGC to different groups, including Community Miyupimaatsiun Center and Cree Nation administration, Chiefs and Councils and other groups as appropriate;
- Facilitates effective flow of information between CMCs and other community groups, on the other hand, to support the objective of beneficiary-driven service design and delivery;
- Plans, organizes and distributes work based on clientele priorities, in a perspective of quality, effectiveness and efficiency of services;
- Supports the implementation of Best Practices to ensure the quality of services offered, in a perspective of continuous improvement and evaluation, in support of the organization's managements;
- Identifies opportunities for improvement and develops strategies based on leading practices to address cultural safety, improve quality of services and work relationships;
- Carries out any other function at the request of the supervisor.



REQUIREMENTS

Education:

- University degree in administration, human sciences or social sciences, or any other relevant discipline such as social work;
- Member of a professional order, an asset;
- Certification in a related field, an asset.

Experience:

- Minimum of two (2) years of work experience relevant to the responsibilities of the job.

Knowledge and Abilities:

- Knowledge of Cree culture is an asset;
- Excellent interpersonal communication, diplomacy, negotiating, leadership and teamwork skills;
- Ability to effectively collaborate with managers and with other departments in organization;
- Excellent communication skills, both listening, written and presentation;
- Ability to coach staff;
- Methodical, autonomous, flexible, and ability to multi-task;
- Excellent critical thinking, synthesis, organizational and decision-making skills as applied to planning and problem-solving;
- Able to prioritize and work under pressure;
- Ability with administrative computer applications, including Word, PowerPoint, Access and Excel;
- Good knowledge of the clinical process for youth protection and the concept of protection and intervention protocol;
- Knowledge of the issues and the context surrounding the development of young people and families in Northern First Nations communities;
- Knowledge of Cree culture and social/health issues in Eeyou Istchee;
- Knowledge of Eenou/Eeyou Pimaatsiun healing practices and paradigms is an asset;
- Ability to work in collaboration with a multidisciplinary team;
- Excellent critical thinking, synthesis, planning and decision-making skills.

Language:

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

POSTING START/END DATE:	2021/06/17 – 2021/07/01
POSITIONS AVAILABLE:	1
HOUSING PROVIDED	Yes
SHIFT TYPE:	Day
HOURS PER DAY/WEEK:	7/35

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

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.