

ADMINISTRATIVE TECHNICIAN (2101) – ERM MISTISSINI

PERMANENT FULL-TIME

DEPARTMENT:	General Administration (500350)
WORK LOCATION:	Mistissini
UNION:	CSN
STATUS:	Status 1 - Permanent Full-Time
HOURLY SALARY:	Min. (I) \$22.23 - Max (II) \$29.05

SUMMARY OF THE POSITION

Person who performs work related to personnel management, financial management, work organization and planning for the execution of complex administrative tasks by compiling and analyzing data. This job title also includes the person who is responsible for the administrative operation of a department and who oversees the department's internal and external relations. She/he is responsible for the activities of the department's office personnel.

SPECIFIC FUNCTIONS

Under the direction of the Director Strategy and Organizational Development, the incumbent:

- Supports all activities related to developing, deploying and sustaining the electronic medical record (EMR) system, and other clinical information systems (CIS) and applications;
- Acts a super user for the EMR and other related CIS and applications by providing direct orientation, training and support to individuals, teams and departments in their use;
- Collaborates with key partners (local management and their teams, medical teams, etc.), to ensure adoption of related tools and work processes;
- Provides direct and remote user support through helpline and provides rotating on-call coverage with colleagues;
- Performs audits to ensure the proper use of the systems and applications by individuals, teams and departments;
- Provides input on the development of materials, work processes and system functions based on experience with system users; and,
- Performs other tasks usually assigned to an Administrative Technician upon the request of her/his supervisor.

REQUIREMENTS

Education:

- According to the field of work, a diploma of college studies with specialization in Administrative Techniques or in an appropriate discipline from a school recognized by the Ministère de l'Éducation du Loisir et du Sport or a certificate of college studies in Administrative Techniques;
- This job title also includes applicants who, with pertinent experience, hold a college certificate in administrative techniques.

Experience:

- Minimum two-year experience in an office environment.

Knowledge and abilities:

- Knowledge of administrative theory, systems, techniques and practices;
- Knowledge and experience with corporate clinical information systems (CIS) is mandatory;
- Knowledge and experience with corporate administrative systems is an asset;



- Excellent communication skills (both written and spoken);
- Excellent teamwork skills and ability to partner with various clinical and non-clinical stakeholders;
- Experience with providing training and support to individuals and teams is an asset;
- Be able to work autonomously with minimal direct supervision;
- Be able to handle multiple files and tasks at the same time;
- Be able to work under pressure and flexible to meet changing priorities;
- Practical, attentive to detail and analytical;
- Sense of accountability, resourcefulness & vigilance; and,
- Well organized.

LANGUAGE

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

OTHER

- Willing to travel to all 9 communities.

POSTING START/END DATE:	06/10/2021 – 06/24/2021
POSITIONS AVAILABLE:	1
HOUSING PROVIDED:	No
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.