



## HUMAN RELATIONS OFFICER (1553) OCCASIONAL

DEPARTMENT:	MSDC- Operations (642153)
WORK LOCATION:	Nemaska
UNION:	CSN
STATUS:	5- Occasional
HOURLY SALARY:	Min. (1) \$25.25 – Max. (18) \$45.22

### SUMMARY OF THE POSITION

Person who designs, implements, updates, analyses and assesses activities in one or more social programs.

### SPECIFIC FUNCTIONS

Under the authority of the Coordinator Awash & Uschiniichisuu at the CMC of Nemaska, the holder of this position provides social services and support to all population from 0 to 30 years. He/she applies the policy principles and guidelines of Miyupimaatisiun paradigms and practices, and Cree social services model of the Awash & Uschiniichisuu program of the Community Miyupimaatisiun Centres (CMC). The services are offered through different means such as CMC consultation, home visiting, group activities and accompaniment to community resources.

- Provides counselling and perform clinical supervision for the staff in Awash & Uschiniichisuu;
- Develops capacity building for staff;
- Develops programs and organizes and facilitate group work and discussion cases;
- Identify and answer team's needs;
- Contributes to the clinical training needs in social work.
- Work in close collaboration with the Social worker and with Coordinator to help improve the services;
- Produces reports and statistics;
- Works as part of an interdisciplinary team and in close partnership with Community Health Representative (CHR), Nurse, Social Assistance Technician, Doctor, Nutritionist, and various other community health services and staff including frontline workers at the hospital and CPS;
- Management of references and determining priorities;
- Establishes a relationship of respect and trust with patients, their family and the community members and applies principles of communication and therapeutic alliance;
- In collaboration with the Psychosocial team, develops with the family members, an intervention plan in order to respond to their specific needs;
- Assists patients and their family in setting personal goals by providing them with guidance;
- In the context of the follow-up, assesses and review the situation;



- Encourages beneficiaries and their family in participating in community-based programs or activities;
- Assists people by helping them cope with issues in their everyday lives, deal with their relationships, and solve personal and family problems, organising and managing packages of support to enable service beneficiaries to lead the fullest lives possible;
- Helps beneficiaries who face social problems, such as inadequate housing, unemployment or substance abuse;
- Prepares and updates the documents necessary for the home visits or group activities and participates in the development of information material;
- Carries out psychosocial assessment, care, counselling, information and referral services for women and family in order to resolve psychosocial and emotional problems and allow the clientele to increase their self-reliance, quality of life and social integration;
- Carries out all other related tasks upon the request of her/his immediate supervisor.

## REQUIREMENTS

### Education:

- Depending on the given sphere of activities, must have the required university degree in social sciences, such as criminology, social work, sexology or psychology;
- A human relations officer who has the required university degree in social work and is a member of the Ordre professionnel des travailleurs sociaux du Québec may use the title of professional social worker;

### Experience:

- Two (2) years of relevant experience;
- Experience with customers with special needs (asset);

### Knowledge and Abilities:

- Open minded to others and respectful of their culture, values and beliefs;
- Knowledge of laws LPJ, LSSSS, LSJPA, P38;
- Knowledge of MSSS;
- Open minded to others and their language, culture, values and beliefs;
- Excellent interpersonal and listening communication skills;
- Excellent critical thinking, synthesis, organizational and decision-making skills;
- Practical, attentive to detail and analytical;
- Good understanding of psychosocial issues of Eeyou Istchee
- Knowledge of Cree culture, social/health issues and Eenuu/Eeyou Pimaatsiun healing practices and paradigms is an asset;
- Excellent level of knowledge of Excel;
- Ability to identify and analyze clientele needs;
- Ability to communicate theoretical and practical knowledge, as applied to coaching and training;
- Excellent critical thinking, synthesis, organizational and decision-making skills;
- Sense of accountability, resourcefulness and autonomy;
- Sense of adaptability and tolerance to changes;
- Excellent teamwork skills.
- Knows best standard on record keeping and confidentiality;



## LANGUAGE

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

## OTHER

- On-call period;
- Required to travel around the community to perform duties;
- Must have his own means of transportation.

POSTING START/END DATE:	2021-06-09/2021-06-23
HOUSING PROVIDED:	No
SHIFT TYPE:	Day/ Evening Rotation
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](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.*