



ATTENDANT IN NORTHERN INSTITUTION (3505)

PERMANENT FULL-TIME

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| DEPARTMENT: | CMC Admin. (657174) |
| WORK LOCATION: | Mistissini |
| UNION: | CSN |
| STATUS: | 1 Permanent Full-Time |
| HOURLY SALARY: | Min. (1) \$20.55 - Max (5) \$22.35 |

SUMMARY OF THE POSITION

Person who welcomes, informs, refers and accompanies users. She/he ensures the comfort and answers the needs of the users. If necessary, she/he provides basic health care to the users and may be required to install certain devices. She/he may be called upon to accomplish basic maintenance tasks or simple office work.

As part of her/his functions, this person must be able to act as an interpreter between the resource persons and users from a Native Community.

REQUIREMENTS

Education:

- High school diploma;

In the absence of candidates matching the above mentioned requirement, the following may be considered:

Experience:

- A combination of relevant knowledge and work experience.

Knowledge and Abilities:

- Ability to translate from Cree to English and vice versa;
- Practical and attentive to details;



- Autonomous, flexible, discrete and empathetic;
- Sense of accountability, resourcefulness and vigilance;
- Computer skills;
- Capacity to work with the users;
- Teamwork capabilities.

LANGUAGE

- Fluent in English and Cree.

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| POSTING START/END DATE: | 06/09/2021 – 06/23/2021 |
| POSITIONS AVAILABLE: | 1 |
| HOUSING PROVIDED: | No |
| SHIFT TYPE: | Day |
| HOURS PER DAY/WEEK: | 7.25 / 36.25 |

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.