



ASSISTANT TO THE IMMEDIATE SUPERVISOR (1912)

PERMANENT FULL-TIME

DEPARTMENT:	Miyupimaatisiun Center (720151)
WORK LOCATION:	Nemaska
UNION:	FIQ
STATUS:	1- Permanent Full-Time
HOURLY SALARY:	Min. (1) \$26.43 – Max. (18) \$49.82 if 1912 Min. (1) \$24.87 – Max. (18) \$43.06 si 2489

SUMMARY OF THE POSITION

Nurse clinician, who, in addition to her/his functions as an assistant head nurse or assistant to the immediate superior, develops implements, evaluates and revises clinical tools and health care quality assessment tools.

The nurse assistant to the immediate supervisor helps the team of nurses who sometimes find themselves under exceptional or emergency circumstances as understaffed or in situation when they need to provide nursing care services to a large clientele. She/he evaluates the health condition of users, as well as determines and implements nursing care and treatment plans. She/he provides nursing and medical care and treatment aimed at maintaining and restoring health, as well as preventing disease.

She/he plans and provides clinical simulation activities intended for the nursing team users, their relatives and groups of people. In addition, she/he participates in activities aimed at promoting health and preventing disease.

GENERAL FUNCTIONS

The nurse is responsible to coordinate, organize and prepare the on-site and off-site appointments with the general practitioners and specialists and serves as liaison between them and the users. The nurse is in charge to review the medical records according to the report and ensure the proper follow-ups as required. She/he is responsible to review the medical consultations and/or reports of the beneficiaries entrusted to her/him temporarily. She/he will act as a link between the beneficiary, the communities and the specialists. She/he will gather and forward the pertinent information to the appropriate professionals in the Cree communities.



SPECIFIC FUNCTIONS

- Reorganizes the workload in the event of the unforeseen absence of one of the nursing staff;
- In the absence of the Immediate Supervisor, ensures all support staff is present at work;
- Supports nursing staff in their clinical role and tasks;
- Responsible to ensure and organize orientation of new nursing staff;
- Helps ensures the Nursing protocol is applied and respected;
- Carriers out other tasks usually assigned to a Nurse Team Leader upon the request of her/his supervisor.

REQUIREMENTS

Education:

- Member in good standing of the O.I.I.Q;

The candidate will be selected according to the local collective labor agreement (Letter of agreement number 2).

LANGUAGE

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

OTHER

- This position includes enlarged role functions and possibility to do on calls on rotation;

NOTES

Nurses who have followed the extended role training and have not successfully completed this training are excluded from this posting. However, the nurse who demonstrates a minimum one-year of new acute care experience since the training may request a reconsideration of this exclusion.

POSTING START/END DATE:	2021-07-15 / 2021-07-29
POSITIONS AVAILABLE:	1
HOUSING PROVIDED:	Yes
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.