

# PLANNING, PROGRAMMING, RESEARCH OFFICER (1565)

PERMANENT FULL-TIME

<b>DEPARTMENT:</b>	Nishiiyuu Miyupimaatissiiun (676105)
<b>WORK LOCATION:</b>	Chisasibi
<b>UNION:</b>	CSN
<b>STATUS:</b>	1 - Permanent Full-Time
<b>HOURLY SALARY:</b>	Min. (1) \$25.25 - Max (18) \$45.22

## SUMMARY OF THE POSITION

The incumbent is assigned in one or more programs with the goal of providing professional assistance in the development of services. She/he ensures research activities necessary for the identification and evaluation of resources and needs. She/he conceives and proposes plans and programs for development, in order to ensure the adequate planning of services. She/he provides advice in relation to the implementation or improvement of programs and/or services. She/he can participate in various teaching and training activities.

## SPECIFIC FUNCTIONS

The incumbent carries out various planning activities for Nishiiyuu Miyupimaatissiiun programming, for implementation in all areas of the organization's services, programs and administrative functioning at the strategic level (needs, philosophy, goals, orientation and general framework), and the tactical level (specific needs, objectives, definition of the Nishiiyuu Miyupimaatissiiun practice, programming and policy development, and the development of culturally appropriate program and policy manuals, guidelines and tools).

She/he also participates in studies, program evaluation and human resources development activities.

She/he also provides professional assistance and participates in the operational delivery planning and supervision of Nishiiyuu Miyupimaatissiiun services and programs.

## REQUIREMENTS

### Education:

- Bachelor's degree in a health, social work, social sciences, administration sciences or in another appropriate discipline.

### Experience:

- Three (3) years of Nishiiyuu Miyupimaatissiiun related program delivery or planning experience or an equivalent combination of knowledge and experience, based upon association with Traditional knowledge and Activities may be considered;

### Knowledge and abilities:

- Holder of Traditional Eenu/Eeyou Traditional Knowledge and holistic healing practices, at a level appropriate to program development planning;
- Extensive knowledge of Cree culture and language; proven ability or potential to be effective in a Cree environment;
- Knowledge of current First Nation Traditional Holistic Health and Healing models, trends and issues, across the country and internationally;
- Ability in the identification and analysis of the Nishiiyuu Miyupimaatissiiun program needs of Community Residents, and knowledge of related issues;
- Ability in Nishiiyuu Miyupimaatissiiun program planning and monitoring, including the development of policies and program manuals and quality assurance systems;



- Good record in a similar type of programming, or its development and planning;
- Excellent interpersonal communication, leadership, diplomacy and teamwork skills;
- Excellent communication skills, both written and presentation;
- Ability in office computer applications;
- Methodical, autonomous, flexible, able to multi-task and prioritize;
- Excellent critical thinking, organizational and decision-making skills.

## LANGUAGE

- Fluent in Cree and one of French or English;
- Fluency in the third language is an asset.

## OTHER

- Willing to travel on an occasional basis.

<b>POSTING START/END DATE:</b>	2021/10/14 – 2021/10/28
<b>POSITIONS AVAILABLE:</b>	1
<b>HOUSING PROVIDED:</b>	Yes
<b>SHIFT TYPE:</b>	Day
<b>HOURS PER DAY/WEEK:</b>	7.00 / 35.00

## 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.