

## PLANNING, PROGRAMMING AND RESEARCH OFFICER (1565)

### Project management officer

PERMANENT FULL-TIME

<b>DEPARTMENT:</b>	Material Resources / Project management office/PMO-IT (500040)
<b>WORK LOCATION:</b>	Chisasibi
<b>UNION:</b>	CSN
<b>STATUS:</b>	1 Permanent Full-Time
<b>SALARY:</b>	Min. (1) \$25.25 – Max. (18) \$45.22

### SUMMARY OF THE POSITION

Person who is responsible for the project management of Clinical Base project & support to the architects in regards to building needs. She/he links the clinical needs to the design aspect of projects. She/he provides advice to project managers and helps define the exigency of the clinical client to ensure that projects answer the demand of the organisation and better the environment in which Professionals work.

### SPECIFIC FUNCTIONS

- Facilitates communication between all main stakeholders CBHSSJB, Communities, Ministry and Consultants;
- Must follow a precise project management system and that all key steps are followed from evaluation to final approval & payment in regards to clinical base projects;
- Participates in building "the Plan fonctionnel et technique" of Capital projects;
- Cooperates with MRD department to ensure that all projects answer the need of the client;
- Cooperates with PMO-IT to ensure that all projects answer the need of the client;
- Must keep an ongoing progress report on all clinical projects;
- Ensures that all proper authorization are received before during and after a project;
- When required supports the project management team when negotiating with Ministry to secure funding for Capital projects and ensure ministry understands CBHSSJB needs;
- Provides an annual report to his or her supervisor on clinical projects;
- If required negotiates with local administration in defining the needs of a given project clinical or construction;
- Does all other tasks required.

### REQUIREMENTS

Education:

- College Diploma (DEC) in Nursing or other appropriate discipline;
- Training in administration or experience in project management would be an asset.

Experience:

- Three years of relevant experience;
- One year of clinical experience, particularly in nursing, in a medical laboratory or in radiology, is a major asset;
- Experience in project management would be an asset.

Knowledge and Abilities:

- Good knowledge of MSSS legislation, regulations, the Ministry Network and programs, and current trends;
- Knowledge in Project management technics;
- Knowledge of clinical services given in a hospital setting and the relationships between services;
- Knowledge of First Nation health/social service models, trends and issues is an asset;
- Knowledge of Cree culture, language, and social/health issues in Eeyou Istchee is an asset;



- Excellent communication, leadership and teamwork skills;
- Excellent planning and decision-making skills;
- Good computer skills (Word, Excel and PowerPoint)

## LANGUAGE

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

## OTHER

- Willing to travel occasionally

<b>POSTING START/END DATE:</b>	2021/11/18 – 2021/12/02
<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.

Please note that applicants registered in the Indigenous Succession Plan may be considered for this position if they have sufficient university educational credits to be eligible for the management activities associated with this position.