



## PLANNING, PROGRAMMING AND RESEARCH OFFICER (1565)

PERMANENT FULL-TIME

<b>DEPARTMENT:</b>	Public Health - Chishaayiyuu (676677)
<b>WORK LOCATION:</b>	Mistissini
<b>UNION:</b>	CSN
<b>STATUS:</b>	1 Permanent Full-Time
<b>HOURLY SALARY:</b>	Min. (I) \$25.25 - Max (I8) \$45.22

### SUMMARY OF THE POSITION

Person who is responsible for one or more programs with a view to providing professional assistance for the development of services. She/he conducts research activities that are necessary for identifying and assessing needs and resources. She/he designs and proposes development plans and programs in order to ensure adequate service planning. She/he provides advice concerning the implementation or improvement of programs and/or services. She/he may participate in various teaching or training activities.

### REQUIREMENTS

#### Education

- Bachelor degree in science, social science, psychology or another appropriate discipline or equivalent combination of education and experience with the willingness to get training or education.

#### Experience

- 3 years of relevant planning or programming experience.

#### Knowledge and Abilities:

- Knowledge in managing initiatives such as smoking cessation, and other addictions;
- Good knowledge of MHSSQ legislation, regulations, the Ministry network and programs, and current trends;
- Demonstrated experience in organizational strategic and tactical planning, program planning and evaluation;
- Demonstrated experience in planning, adapting, developing and implementing new programs, and maintaining existing programs;



- Demonstrated experience in planning, adapting and developing tools and support material for program implementation and evaluation;
- Demonstrated experience in planning and delivering training to staff, both group sessions and individual coaching;
- Extensive knowledge of planning and evaluation methods;
- Ability in planning related computer applications;
- Good knowledge of continuum of services, multi disciplinary teams and community based health interventions;
- Knowledge of First Nations 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;
- Strong record in a similar type of planning, programming and evaluation environment;
- Excellent critical thinking, synthesis, and decision making skills;
- Ability to work in collaboration with all colleagues and decision making skills
- Excellent interpersonal communication, leadership and teamwork skills;
- Excellent communication skills, both written and presentation;
- Participation in the Cree Succession Plan is an asset.

## LANGUAGE

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

## OTHER

- Willing to travel.

<b>POSTING START/END DATE:</b>	2021-11-24 / 2021-12-08
<b>POSITIONS AVAILABLE:</b>	1
<b>HOUSING PROVIDED:</b>	Yes
<b>SHIFT TYPE:</b>	Day
<b>HOURS PER DAY/WEEK:</b>	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.