

PLANNING, PROGRAMMING AND RESEARCH OFFICER (1565)

PERMANENT FULL-TIME

DEPARTMENT:	Special Needs Services (630405)
WORK LOCATION:	Regional
UNION:	CSN
STATUS:	1-Permanent Full-Time
HOURLY SALARY:	Min. (1) \$26.28 – Max. (18) \$47.04

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.

SPECIFIC FUNCTIONS

Reporting to the coordinator of Disability Programs Specialized Services, the person will be expected to:

- Demonstrate experience in planning, adapting, developing and implementing new programs, and maintain existing programs;
- Develop the pathway and procedures for assigned project(s) (*Out of Region Placement and Care of External Clients*);
- Facilitate communication between all stakeholders CBHSSJB, external resources and communities;
- Develop and provide support to the DPSS Team by researching resources in disability and rehabilitation;
- Organize, plan and document all intervention plans/care plans according to DPSS targeted guidelines.
- When required, negotiate with local resources;
- Ensure that all proper authorizations are received before, during and after a project;
- Keep an ongoing progress report, notes, on all parts of project
- Travel to resources to support clinicians with quality assurance verification;
- Travel to Eeyou Itschee to support development of programs and services;
- Work closely with identified local teams to implement changes, and develop strategies to integrate clients back in their communities or keep at risk clients from leaving their community.
- Identify and evaluate the current strengths and challenges of each community with regard to disabilities.

REQUIREMENTS

Education:

- Bachelor degree in a relevant discipline such as health sciences, social work, or health administration, or other relevant discipline such as applied human science.

Experience:

- Experience working with special needs clients (e.g. rehabilitation, special education)
- 3 years of relevant planning or programming experience with at least one year of specific experience in project management, and/or program implementation;
- A proven ability to work well at consensus building and collaborative strategic planning.



Knowledge and Abilities:

- Knowledge of Microsoft computer applications (e.g. Word, Excel, PowerPoint and Excel);
- 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;
- Excellent interpersonal communication, leadership and teamwork skills;
- Excellent communication skills, both written and presentation;
- Excellent critical thinking, synthesis, planning and decision-making skills;
- Proven record of strong team work, ability to work autonomously and in a self-directed fashion.
- Familiarity of MSSS legislation, regulations, the Ministry Network and programs, and current trends;

LANGUAGE

- Fluent in English and French;
- Fluency in Cree;

OTHER

- Willing to travel regularly.

POSTING START/END DATE:	2022-01-14 / 2022-01-28
POSITIONS AVAILABLE:	1
HOUSING PROVIDED:	Yes, if hired at more than 50 km from the place of work
SHIFT TYPE:	Day
HOURS PER DAY/WEEK:	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

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.