



ADMINISTRATIVE PROCESSES SPECIALIST (1109)

PERMANENT FULL-TIME

DEPARTMENT:	DPSQA – Health (731577)
WORK LOCATION:	Regional
UNION:	CSN
STATUS:	1 – Permanent Full-Time
HOURLY SALARY:	Min. (1) \$24.58 - Max (18) \$45.39

SUMMARY OF THE POSITION

Person who analyzes the needs, conceives and applies professional techniques in the field of administrative methods and systems, in order to improve service delivery.

SPECIFIC FUNCTIONS

- Make sure the procedures, forms and different documents of the direction are updated;
- Ensure the administrative logistics of the documents received (Authorization for transportation, expenses account, holidays request...) from the team member;
- Keep the list of nurses in the organization up to date;
- Keep the training register up to date;
- Responsible of the DSQ (Dossier Santé Quebec)
- Support the regional nurse counsellors in dome of their files: information, document formatting;
- Organize team meetings, produce the agenda and take the notes;
- Ensure follow-ups related to the various technological supports (cell phones, computers, etc.);
- Welcome the new team members by presenting the forms, organizing one to one meeting, make sure the technological support is ready;
- Order office materials for the team;
- Ensure the administrative and logistic support related to the different trainings, in close collaboration with human resources development

REQUIREMENTS

Education:



- Bachelor degree in administration or human sciences or social sciences or another appropriate discipline;

Experience:

- Three (3) years of appropriate administrative experience;

Knowledge and Abilities:

- Strong knowledge in administrative processes, local structure (CMC) and regional structure (Mental Health, TeleHealth, etc.);
- Knowledge of current First Nation models, trend and issues, across the country;
- Knowledge of MSSS administrative regulations, their network and programs, and current trends;
- Knowledge of administrative methods and techniques, budget management, data analysis, reporting, and information systems;
- Knowledge of Virtuo and budget process would be an asset;
- Ability in administrative procedures and program planning and monitoring, including the development of policies and program manuals and administrative quality assurance systems;
- Good professional record in administrative systems in a similar type of research environment;
- Excellent leadership and teamwork skills;
- Excellent communication skills and ability in office and research related computer applications;
- Excellent critical thinking, organizational and decision making skills;

LANGUAGE

- Fluent in English and Cree or French.
- Fluency in a third language is an asset.

OTHER

- Willing to travel.

POSTING START/END DATE:	2022-01-15 / 2022-02-05
POSITIONS AVAILABLE:	1
HOUSING PROVIDED:	Yes, if based in the communities
SHIFT TYPE:	Day
HOURS PER DAY/WEEK:	7 / 35



BENEFITS AND COMPENSATION

- Annual northern benefit depending on community and family status;
- Annual retention premium of \$5,000;
- Cargo premium to compensate for the transport costs assumed by the employee to purchase food supplies
- Great furnished housing if moving in the community;
- Paid moving and storage costs
- Three (3) to four (4) annual paid round trips for you and your family to your original hiring location;
- Group insurance plan;
- Defined-benefit pension plan (RREGOP);
- Tax deductions for residents of remote areas.

*Employees of the health and social services network may request unpaid leave to work in a northern institution (up to 48 months).

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.