

## DOCUMENTATION TECHNICIAN (2356)

PERMANENT FULL-TIME

<b>DEPARTMENT:</b>	Nishiyuu Administration (676000)
<b>WORK LOCATION:</b>	Chisasibi
<b>UNION:</b>	CSN
<b>STATUS:</b>	1 Permanent Full-Time
<b>HOURLY SALARY:</b>	Min. (I) \$23.82 - Max (II) \$30.82

### SUMMARY OF THE POSITION

Person who performs technical work pertaining to the organization and operation of documentation systems or centres such as libraries, audio-visual libraries and archives. Within the scope of his work, this person may provide technical assistance to staff in the service or users.

### SPECIFIC FUNCTIONS

- In organizing and operating documentation systems or centres such as libraries, audio-visual libraries and archives, this person's tasks may include, but are not limited to:
  - Ensuring responsibility for the selection, procurement, codification, classification, preservation and dissemination of various documents;
  - Ensuring the repair of documents showing signs of wear and deterioration;
- Assists in developing inventories, forms and finding aids;
- Implements and update classification plans and records scheduling and disposal plans;
- Codifies and classifies archival materials;
- Purges, sorts, reduces and sample archives;
- Applies standards and policies for storage of archival materials;
- Researches and retrieves archival materials;
- Participates in instructing and assisting users;
- Ensures the use of computerized document systems;
- Provides technical assistance to staff in the service within the scope of his work;
- Provides statistics, indicators, and units of measures, and produces various types of reports;
- Ensures his own responsibilities according to the organization's programs, policies, procedures and Program Manuals, and policies regarding access to patient files, in order to provide quality services;
- Ensures implementation of the policies, standards, and quality assurance program of the professional practice and clinical activities;
- Provides good "customer service" to all users and other staff, in order to foster organizational functioning and, indirectly, quality services to the population;
- Carries out his role within the policy principles and guidelines of: Miyupimaatisiun paradigms and practices, and; collaborative interdisciplinary team-work and communications, for services and programs implementation within a seamless integrated circle (continuum) of care, centred on the community residents;
- Respects the practices, conduct, confidentiality and ethics expected of employees towards users, visitors and other employees;
- Carries out other tasks usually assigned to a Documentation Technician upon the request of his supervisor.



## REQUIREMENTS

### Education:

- Diploma of College Studies with specialization in documentation techniques from a school recognized by the Ministère de l'Éducation, du Loisir et du Sport.

### Experience:

- Prior experience in applying appropriate computer skills to core functions of documentation technician;
- Adaptable and being able to problem-solve issues pertaining to compiling, sorting, and presenting data to a team;
- Extracting data relevant to the departments needs and organisations needs

### Knowledge and Abilities:

- Good knowledge of laws and regulations governing access to documents;
- Good analytical skills;
- Sense of organization;
- Excellent interpersonal and teamwork skills;
- Autonomous, flexible and discreet;
- Sense of detail.

## LANGUAGE

- Fluent in English;
- Fluency in Cree is an asset.

<b>POSTING START/END DATE:</b>	2022/06/21 – 2022/07/05
<b>POSITIONS AVAILABLE:</b>	1
<b>HOUSING PROVIDED:</b>	No
<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.