



**FIRST NATIONS OF QUEBEC
AND LABRADOR HEALTH
AND SOCIAL SERVICES
COMMISSION**

The FNQLHSSC is a non-profit organisation that is responsible for supporting the efforts of the First Nations of Quebec in order to, among other things, plan and deliver culturally-appropriate and preventive health and social services programs

JOB OFFER

***Position opened to First nations and Inuit only**

Justice Initiatives Advisor

Regular full-time position (35 hours/week)

Summary of the responsibilities

In keeping with the mission, orientations, values and general policies of the **FNQLHSSC**, the incumbent is responsible for advising and providing support to First Nations communities and organizations with a view to developing, implementing and upholding justice initiatives. The incumbent serves as a liaison between local stakeholders and principal partners, and contributes to capacity-building among community and organization workers in his/her area of expertise.

Main responsibilities

- Acting as a contact person in the area of justice for the communities/organizations while making his/her expertise available to everyone.
- Act as a justice resource for communities and organizations by placing his/her expertise at their service.
- Assist and support communities/organizations in the different phases of developing, implementing and upholding justice initiatives.
- Assist communities/organizations during the negotiation and implementation of agreements and protocols seeking to move forward with justice initiatives.
- Respond to requests for assistance from communities/organizations by offering professional, justice-related counsel.
- Supporting, as needed, the communities/organizations in the development and deployment of their strategies aiming to improve their physical health conditions.
- Collaborating in the identification of training needs as well as the development and/or adaptation of training programs and materials for the workers among the communities/organizations and making recommendations in this area.
- Contributing to the analysis of the needs of the First Nations communities/organizations in his/her area of expertise.
- Planning, organizing and coordinating and/or supporting the implementation of the activities and the deployment of the programs and projects in the communities/organizations.
- In collaboration with the communications sector, developing effective information and awareness tools and ensuring their production and distribution.
- Participating in meetings, committees and/or issue tables with the partners associated with his/her area of expertise.
- Identifying potential collaborative linkages between the various stakeholders and organizing meetings for networking purposes.
- Collaborating with the sectors of the FNQLHSSC as well as the partners in carrying out multisectoral projects and activities and participating in various committees (e.g. Healthy Living Bulletin, Forums, PVAC, etc.).

- Undertaking various temporary or special mandates that he/she is entrusted with.
- Representing the organization during regional and national meetings in his/her area of expertise in order to get to know and support the interests of the First Nations of Quebec.
- Contributing to the smooth operation of the organization and the maintenance of a work environment focused on mutual aid, cooperation and collaboration.

Employment prerequisites and conditions

- Bachelor's degree in criminology, social services, law or another related field and a minimum of five (5) years of relevant experience (a combination of relevant education and experience may also be considered)
- Knowledge of the applicable civil and criminal laws in Quebec (e.g. ARHSSS, YPA, YCJA, Bill 38).
- Understanding of the judicial system.
- Knowledge of health and social service programs offered to First Nations, including provincial programs (asset).
- Ability to communicate in both official languages at an advanced level.
- Marked interest in working with the First Nations.
- Knowledge and experience in the First Nations setting constitute an asset.
- Knowledge of the programs offered by the provincial network as well as by the First Nations communities and organizations in the area of smoking constitutes an asset.
- Intermediate knowledge related to Microsoft Office, Internet and electronic mail.
- Must be available to travel outside of normal office hours as needed.
- Must have a valid driver's license.

Desired skills and attitudes

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| • Autonomy | • Dynamism |
| • Ability to set priorities | • Oral and written communication skills |
| • Ability to manage a budget | • Interpersonal skills (openness and ability to establish contacts) |
| • Ability to respect deadlines | • Client-oriented |
| • Ability to mobilize others | • Proactive |
| • Capacity for teamwork | • Sense of planning and organization |
| • Ability to adapt and be flexible | • Sense of ethics |
| • Analysis/synthesis skills | |

Salary

The gross annual salary upon employment is situated between \$51 924.60 and \$60 169.20 and varies according to the candidate's experience. Please note that in order to have access to the mentioned starting salary, the retained candidate must meet the requirements in terms of minimum experience and academic training or possess the equivalencies when the employment so allows.

Date d'entrée en fonction

The incumbent is expected to start on June 18, 2018

Interested persons must send their curriculum vitae and a cover letter **no later than May 24, 2018**, to:

Ms. Laurie Villeneuve, Human Resources Agent
First Nations of Quebec and Labrador health and social services Commission
 250, Place Chef Michel Laveau, suite 102, Wendake (Quebec) G0A 4V0
 Fax: 418-842-7045
 E-mail: rh@cssspnql.com

Only selected candidates will be contacted.

