



Posting #: ADD-P-2122-0107

Position #: S553

## PLANNING, PROGRAMMING AND RESEARCH OFFICER- TRAINER (1565)

TEMPORARY FULL-TIME 18 MONTHS

DEPARTMENT:	Human Resources Development (730302)
WORK LOCATION:	Montreal + frequent travels
UNION:	CSN
STATUS:	2-Temporay Full-Time
HOURLY SALARY:	Min. (1) \$25.25 – Max. (18) \$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.

### SPECIFIC FUNCTIONS

Under the supervision of the Human Resources Development Coordinator, the incumbent will be called upon to:

- Analyze the training needs in terms of computer software (Word, Excel, power point, Outlook) of the teams of the different departments;
- Develop training tools and post-training monitoring tools;
- Provide training to employees in the workplace in each of the communities;
- Establish and maintain effective communications with the various human resources, organizational and MSSS departments;
- Encourage teaching among colleagues and in small groups;
- Provide assistance to employees with questions following training;
- Monitor the implementation of training programs;
- Produce different types of reports, including statistical data;



- Perform all other tasks at the request of his superior.

## REQUIREMENTS

### Education:

- Must have a bachelor's degree in an appropriate university discipline such as administrative sciences, humanities, social sciences or teaching

### Experience:

- Three years of relevant training or teaching experience.

### Knowledge and Abilities:

- Knowledge of legislation, regulations, the health network and ministry programs and current MSSS trends;
- Knowledge of Cree culture, language and health and social issues in Eeyou Istchee is an asset;
- Teaching skills for different age groups;
- Ability to review and implement processes;
- Ability to review and organize teamwork;
- Ability to establish and maintain harmonious relations with all managers, union partners and other employees of the organization;
- Ability to manage ambiguous situations and make decisions in a complex environment;
- Proven leadership, sense of innovation and creativity;
- Computer skills (Word, Excel and PowerPoint);
- Excellent verbal and written communication skills.

## LANGUAGE

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

## OTHER

- Willing to travel (around 75% of the time).

POSTING START/END DATE:	2021-05-22/2021-06-05
POSITIONS AVAILABLE:	1
HOUSING PROVIDED:	No
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](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.