



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

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

JOB OFFER

Research Agent

15-month contract (35 hours per week)

Summary of responsibilities

In keeping with the mission, directions, values and general policies of the FNQLHSSC, the incumbent must:

- Develop, coordinate and carry out research or evaluation projects to meet the needs of the organization or First Nations communities and organizations.
- Respond to internal (sectors and senior management) and external (communities, local and regional First Nations organizations) requests in terms of research, evaluation, ethics, use of information, methodology, etc.

Main responsibilities

- Plan and conduct research or evaluation projects (needs analysis, research specifications, literature review, ethics, etc.).
- Ensure administrative follow-up on the research and evaluation projects under their responsibility (work plans, budget planning and monitoring, activity reports).
- Collaborate on research initiatives or evaluations with government or institutional partners.
- Collect, analyze, interpret and disseminate data.
- Disseminate and promote research results to ensure that they are known and used.
- Coordinate the establishment and functioning of the working groups under their responsibility (internal and external partners).
- Act as a contact in their field by making their expertise available to the communities and organizations.
- Collaborate in the organization and facilitation of knowledge transfer workshops intended for audiences both internal and external.
- Contribute to the achievement of sector objectives while promoting the maintenance of a work environment based on mutual aid, respect and collaboration (compliance with procedures, values, information management, etc.).
- Support the organization's mission by leveraging their expertise in carrying out projects (one-off or special), events and activities at the FNQLHSSC as well as with partners and external committees.

Employment prerequisites and conditions

- Master's degree in a relevant field such as anthropology, social sciences, community health, etc.
- Three years of research experience, including one year in project management.
- Knowledge and understanding of First Nations cultures.
- Knowledge of research ethics targeting First Nations as well as the social and health determinants that concern them.
- Mastery of Microsoft 365 and quantitative and qualitative statistical analysis software (SPSS, NVivo).
- Advanced French and English (spoken and written).

- Availability to travel and work flexible hours when required.
- A valid driver's license.

Desired skills and attitudes

- Scientific rigour and thorough work methods
- Great sense of ethics and respect for confidentiality
- Good communication skills, both spoken and written
- Good analytical mind, strong writing skills and ability to summarize and explain
- Sense of organization, know how to manage priorities while working on various files simultaneously and demonstrate good project management skills
- Strong interpersonal skills
- Know how to work effectively as part of a team

Salary

The gross annual salary is situated between \$53 726 and \$60 460 and varies according to the candidate's experience. Please note that in order to be eligible for this starting salary, the retained candidate must meet the requirements in terms of minimum experience and academic training or possess the equivalencies when the position so allows.

Start date

As soon as possible.

Interested persons should send their curriculum vitae and a cover letter (mandatory) no later than **November 30, 2020, at 4:00 p.m.** to:

Ms. Laurie Villeneuve, Human Resources Advisor

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

Email: rh@csspnl.com

Only selected candidates will be contacted.
Priority will be given First Nations and Inuit.

