



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

*To accompany Quebec First Nations in achieving their
health, wellness, culture and self-determination goals.*

JOB OFFER

Management and Operation of Educational Childcare Services Advisor

Regular position
35 hours per week

Working with us means:

- Joining a dynamic, passionate and committed team.**
- Choosing a stimulating work environment focused on mutual support, respect and collaboration.**
- Accessing a career full of learning and professional development opportunities.**

The Management and Operation of Educational Childcare Services Advisor must:

- Play an advisory role regarding the application of laws and regulations surrounding the management and governance of educational childcare services.
- Support and inform boards of directors in matters of governance and management.
- Manage the complaints management process.
- Support the Childcare Services Advisors in the application of laws and regulations surrounding the management of educational childcare services during their interventions.
- Support the boards of directors under agreement with the FNQLHSSC in ensuring the sound management of facilities and financial and human resources.
- Coordinate the stages of the complaints process, from receiving them to following up on action plans, writing the required reports and following up with complainants.
- Foster the development of the FNQLHSSC's team made up of Childcare Services Advisors and the Compliance Agent.
- Ensure monitoring activities for early childhood services in order to make recommendations.
- Establish and maintain a network of contacts with First Nations organizations and partners as well as with government counterparts, including the Ministère de la Famille, the Secrétariat aux affaires autochtones and agreement holders (First Nations and Inuit organizations).
- Perform analyses, develop scenarios and submit recommendations related to the governance of early childhood services.
- Contribute to the development of the skills of the boards of directors by coordinating external training or by offering workshops according to the needs expressed and the responsibilities related to the funding agreements managed by the FNQLHSSC.
- Write reports, information notes and administrative documents and collaborate, as needed, in the production of other documents of a more strategic nature.

Prerequisites and hiring conditions

- Bachelor's degree in the field of education.
- Five years of experience in the field of early childhood, including three years in management.
- Relevant experience in project management.
- Knowledge and understanding of First Nations cultures.
- Knowledge of Microsoft 365.
- Advanced level of French and English (written and oral).
- Available to travel and work according to a flexible schedule, as needed.
- A valid driver's license.
- An up-to-date certificate of absence of impediment.

Desired profile

- Good analytical, synthesis and writing skills.
- Good communicator, both spoken and written.
- Strong interpersonal skills.
- Good ability to influence and bring together ideas and projects.
- Good political skills.

Salary

The gross annual salary is between \$55,473.60 and \$74,055.50 and varies according to the candidate's experience.

Start date

As soon as possible.

SUBMIT YOUR APPLICATION!

Send your curriculum vitae along with a cover letter **no later than 4:00 p.m. on November 14, 2022**, to the human resources department by mail or email to:

First Nations of Quebec and Labrador Health and Social Services Commission

250 Place Chef-Michel-Laveau, Suite 102
Wendake, Quebec GOA 4V0

Email: rh@cssspnql.com

** Only selected candidates will be contacted.
The FNQLHSSC prioritizes applications from the First Nations and Inuit.*

