



JOB OFFER

Early Childhood Program and Policy Advisor

Regular position

35 hours per week (50% at the office and 50% teleworking)

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 Early Childhood Program and Policy Advisor must:

- Act as a liaison officer with the *Ministère de la Famille* or other provincial or federal entities as well as First Nations and Inuit organizations and partners to ensure compliance with the delegation of authority agreement and funding agreements.
- Play an advisory role in the analysis, interpretation, implementation and evaluation of agreements, policies, interpretation guides, etc. related to early childhood and educational childcare services targeting First Nations in Quebec.
- Identify situations that pose obstacles to the wellness of First Nations in the implementation of government laws and policies and make recommendations to resolve them.
- Ensure the transfer of expertise between the *Ministère de la Famille* and other provincial or federal entities, First Nations and Inuit organizations and partners as well as the early childhood team.
- Develop and maintain a network of contacts with First Nations and Inuit organizations and government partners.
- Coordinate, participate in and facilitate, as needed, meetings with First Nations and Inuit communities, partners and organizations.
- Contribute to skills development and identify training needs.
- Support communities according to the needs expressed and support them in the responsibilities related to the funding agreements managed by the FNQLHSSC.
- Collaborate on projects affecting child development and wellness.
- Ensure monitoring activities in policy or practice related to early childhood with a view to issuing recommendations.
- Write or collaborate on reports, recommendations, advice and administrative documents when required.

SPECIFIC DUTIES | Component liaison with the *Ministère de la Famille*

- Analyze the delegation of authority agreement and make sure it is implemented as well as updated.
- Coordinate the management of permits in collaboration with the early childhood sector.
- Ensure compliance with the *ministère de la Famille's* requirements regarding the First Nations pedagogical framework model.

Prerequisites and hiring conditions

- Bachelor's degree in social science, law, political science or any other relevant field.
- Three to five years of experience related to the field of early childhood; knowledge of the Educational Childcare Act and project management are considered assets.
- Knowledge and understanding of First Nations cultures.
- Knowledge of Microsoft 365.
- Excellent command of French and English (written and spoken).
- Willing to travel throughout Quebec to First Nations communities.
- A valid driver's licence.

Desired profile

- Good communication skills, both oral and written.
- A good analytical mind.
- Good organization and planning skills.
- Openness and good adaptability.
- Strong interpersonal skills and good political sense.
- Ability to work effectively as part of a team.

Salary

The gross annual salary is between \$61,042.80 and \$75,220.60 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 10, 2024**, 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 G0A 4V0

Email: rh@cssspnql.com

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

