



JOB OFFER

Informal Care Support Advisor

Regular position or contract
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.

Being an Informal Care Support Advisor means:

The incumbent must act as a resource person for the informal care services offer among First Nations communities and organizations by supporting workers of the communities and organizations in their activities aimed at supporting the contributions of First Nations informal caregivers. They must also develop and implement the First Nations regional action plan with particular reference to the *Politique nationale pour les personnes proches aidantes* and *Plan d'action gouvernemental pour les personnes proches aidantes*. More specifically, the incumbent must:

- Support First Nations communities and organizations in developing a service trajectory for informal caregivers in consultation with partners and existing services.
- Represent the interests of First Nations and mobilize First Nations communities and organizations as well as partners in the area of informal care.
- Develop and keep up-to-date the portrait of the informal care needs and the inventory of services and resources to be adapted or developed for First Nations communities and organizations.
- Develop a service offer to support informal caregivers: promotional and prevention activities, training, recognition of the role of informal caregivers, identification, referral, needs assessment, care plan development, implementation of interventions and support for informal caregivers, etc.
- Develop and adapt training tools and materials in line with the needs of First Nations communities and organizations.
- Develop and maintain a network of contacts with coordinators specializing in informal care and regional coordinators and various partners in the Quebec health and social services network to counter elder abuse.
- Coordinate and facilitate committees with internal and external partners in order to develop an integrated approach to informal care.
- Participate in committees and events related to their field.
- Plan, implement and follow-up on the projects under their responsibility (budget, breakdown of costs, reports, accountability, etc.).
- Promote the *Framework Policy on Continuing Care for Persons with Decreasing Independence in Quebec First Nations* as well as the *Act to recognize and support caregivers*, the *Politique nationale pour les personnes proches aidantes* and *Plan d'action gouvernemental pour les personnes proches aidantes* among First Nations communities and organizations.
- Ensure monitoring activities in the area of informal care, adaptation and continuity of services in order to make recommendations for improvement to optimize the continuity and complementarity of services for informal caregivers.

- Collaborate in the drafting of documents.

Prerequisites and hiring conditions

- Bachelor's degree in the field of health, humanities or social sciences.
- Two to three years of experience in project coordination and community mobilization. Experience with First Nations communities is an asset.
- Knowledge of Bill 56, *An Act to recognize and support caregivers and to amend various legislative provisions*, the informal care approach, organization of services, L'Appui organization and Quebec health and social services network.
- Knowledge of the organization and provision of health and social services in the communities.
- Knowledge and understanding of First Nations culture.
- Advanced knowledge of Office 365
- Advanced French and English (spoken and written).
- Availability to travel and work flexible hours when required.
- A valid driver's license.

Desired profile

- 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 between \$51,214.80 and \$63,081.20 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 February 13, 2023**, 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.

