



JOB OFFER

HEALTH OFFICER and REGISTRY

You are seeking an energetic work environment and focused on the well-being of clients? The Micmac Nation of Gespeg is looking for a Health Officer who is willing to work with its members. The incumbent would work from the administrative office of the Nation located in Gaspé. If you enjoy working with people, you have good interpersonal skills and you are dynamic, this position could be for you.

DESCRIPTION

The Health Officer coordinates projects whose main objective is to improve quality and access to health care by strengthening the community's members participation of the Micmac Nation of Gespeg. The person will be responsible to organize the health services offered by the First Nations and Inuit Health Service (FNIH), coordinate Jordan's Principle and develop, as examples, health and social services projects related to medical transportation and accommodation services.

Jointly to this position, the health coordinator will have the task of being responsible for the Registry of the community members (accompanying members in their requests for status), including, the updating of the list of members under the Membership Code and act as a contact with the office of the Registrar of AANDC.

RESPONSIBILITIES

- Accompany members to obtain relevant information on access to various services offered by First Nations and Inuit Health Services (FNIH);
- Coordinate Jordan's Principle services: Inform families about the help available for their child and how to access it, coordinate access to products, services and supports
- Coordinate the different departments of the Ministry of Health and Social Services, Health Commission, and the CISSS;
- Organize and supervise community health activities (promotion, prevention, teaching;
- Identify sources of funding through various programs in collaboration with the Nation's economic development officer;
- Participate in various regional and provincial meetings on health, in partnership mode, particularly with Health Canada, the Quebec Ministry of Health and Social Services and their associated networks;
- Produce the required reports;
- Accompany members in their registration process into the band registry (when losing cards, replacement cards, etc.);
- Keep the list of members under the Membership Code updated;
- Any other related tasks.

REQUIREMENTS

- Post-secondary education in health or related field, an asset
- Experience working with clients in the field of health or social services

- Basic computer skills Microsoft Office (Word, Excel, Outlook, PowerPoint);
- Bilingualism (French and English) spoken.
- Experience in organizing events (charities, volunteering or otherwise);
- Hold a valid driving license.

SKILLS AND ATTITUDES

- Discretion and respect for confidentiality;
- Ability to work with the public, strong interpersonal skills
- Interpersonal skills and dynamism;
- Active listening;
- Flexibility
- Open-minded
- Autonomy (sense of judgment);
- Ability to plan tasks and meet deadlines;
- Ability to work in a team.

WORKING CONDITIONS

- Under the supervision of the Executive Director of Gespeg
- Full time employment (35 hours / week);
- Place of employment: Administrative Office of the MicMac Nation of Gespeg
- Remuneration: according to the experience and the salary scale in force;
- Be able to travel outside the region for up to a week;
- Be able to attend periodic trainings as needed.
- Be able to conduct a vulnerability check

Please send your application (CV) to the attention of:

HEALTH OFFICER and REGISTRY

MICMAC NATION OF GESPEG

Connie Jacques, Executive director

by email: direction@gespeg.ca

by mail at : 34 Montée de Corte-Réal, Gaspé, QC, G4X 2V6

or directly at the reception of the administrative office of the Nation

Your application must be received by Wednesday, December 18, 2024, 4:30 p.m.

***** The selection process will resume on January 6, 2025 *****

*With equal skills, this offer prioritizes members of the Micmac Nation of Gespeg.
Only the shortlisted candidates will be contacted..*