



THIRD POSTING Head of Cree Patient Services Chibougamau / Montreal

Posting Number	M-11-0004B	Posting Start Date	2012/02/09
Position	0034 Head of Cree Patient Services Chib-Mtl	Posting End Date	2012/02/23
Union	850 CADRES	To be filled on	
Position Status	Permanent Full Time	Reduced Schedule	No
Position Schedule	10.00	Minimum Hours	7.00
		Minimum Weeks	35

Main Task

Job Title	0511 Head of Cree Patient Services	Hours Per Day	7.00
Job hours	35.00	Hours Week 1	35.00
Department	204090 Nihb P Ser Mtl	Hours Week 2	35.00
		Shift	1.00
Site		FTE	Day
Work Location	Montreal	Shift Type	Stable
Work Schedule	10 / 14 Days	Specialty	

Description (according to the position task)

Under the supervision of the Director of Cree Patients Services, the holder of this position participates in the planning and ensures, for the Montreal and Chibougamau Site point of operations, the organization, delivery and control of all patient service coordination and support activities for patients, social clients, and escorts who have to travel within or outside of Eeou Istchee to receive health or social services. This is within the mission, philosophy, goals and prescribed programs of the Cree Board of Health and Social Services of James Bay and Miyupimaatisiun. This is in collaboration and respect of the functional, legal and professional responsibilities of the Director of Youth Protection and the Directors of Program Development and Quality of Services- Social, Health and Medical.

She/he ensures the line management of the human, material financial and information resources of the services within her/his jurisdiction: The Cree Patient Service's point of operation in Montreal.

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Head of Cree Patient Services
Chibougamau / Montreal

Posting Number **M-11-0004B**
Position 0034 Head of Cree Patient Services
Union 850 CADRES

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Posting End Date 2012/02/23
To be filled on

Requirements

Bachelor degree in Administration or in a health or human services field, and 3 years experience in a health setting supervisory position, or a similar supervisory setting. If in a health or human services field, courses in administration are an asset.

Or

CEGEP Diploma (DEC) in Administration or in a health or human services field, and 6 years experience in a health setting supervisory position, or a similar supervisory setting. If in a health or human services field, courses in administration are an asset.

- Knowledge of the MHSSQ regulations for CLSC and Hospital services;
- Knowledge of the Quebec hospital network;
- Knowledge of the James Bay and Northern Quebec Agreement, Section 14 is an asset;
- Ability to effectively manage with other line managers in a matrix organization;
- Strong record in operational line management, and human resource and financial management;
- Knowledge of Cree culture is an asset;
- Proven ability or potential to be effective in the Cree Nation;
- Knowledge of, or ability to grasp the issues and context that relate to First Nation health services;
- A good role model for the organization and community;
- Fluent in French and English. Fluency in Cree is an asset;
- Computer literate;
- Excellent communication skills;
- Salary: Class 13 Min. \$55,942. To Max: \$72,725.

The persons interested in this position are asked to forward their resume within the prescribed deadline to:

Anne-Marie Leblanc, Coordinator of Staffing

Cree Board of Health & Social Services of James Bay

Chisasibi, Quebec J0M 1E0

Tel: 819-855-9001 Ext. 5224

Fax: 819-855-2680

Email: jobs.reg18@ssss.gouv.qc.ca

More information about the position & job description with complete requirements may be obtained by contacting the above.

Thanks to all who apply. We will contact those chosen for an interview.

Note 1: In accordance with the organization's Cree Employment Policy (in Progress) and various Sections of the James Bay and Northern Quebec Agreement (JBNQA), the organization has the objective of staffing all of its positions with qualified and competent beneficiaries of the JBNQA