



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

The FNQLHSSC is a non-profit organization that is responsible for supporting the efforts of the First Nations in Quebec and Labrador in order to, among other things, plan and deliver culturally appropriate and preventive health and social services programs.

JOB OFFER

Childcare and Early Childhood Centres Compliance Agent

Regular position (35 hours per week)

Summary of responsibilities

In keeping with the mission, directions, values and general policies of the FNQLHSSC, the incumbent must:

- Carry out inspections in order to ensure compliance with the law among the childcare centres that are under agreement with the FNQLHSSC.
- Manage the permits of the childcare centres under agreement with the FNQLHSSC according to established standards.

Main responsibilities

- Plan, organize and prepare compliance visits according to the permit renewal schedule and complaints received.
- Carry out compliance visits and ensure follow-up, including the drafting of breach reports and follow-ups to ensure their correction.
- Gather all the relevant information on the childcare services to be inspected.
- Process the administrative file of the educational childcare services as part of the permit issuance, modification, renewal or suspension processes and inform the team of Childcare Services Advisors regarding any problems in the file.
- Receive, analyze and process the presence or absence of impediment documents of the board members of the childcare centres, prepare the required documentation for the presence of impediments and ensure the updating of the documentation for the search for impediments.
- Manage the information and documents under their responsibility according to established confidentiality principles and ensure the follow-up associated with their files.
- Update inspection, permit renewal and impediment management processes and procedures.
- Contribute to the achievement of sector objectives while promoting the maintenance of a work environment based on mutual aid, respect and collaboration (compliance with procedures, values, information management, etc.).
- Support the organization's mission by leveraging his or her expertise in carrying out projects (one-off or special), events and activities at the FNQLHSSC as well as with partners and external committees.

Employment prerequisites and conditions

- Diploma of college studies (DEC) in a relevant field such as law or early childhood education.
- Two or three years of experience in childcare management or early childhood education.
- Knowledge of the *Educational Childcare Act* and its regulations.
- General knowledge in the legal field (e.g., Plumitifs search, use of SOQUIJ).
- Demonstrated absence of criminal record.
- Knowledge and understanding of First Nations cultures.
- Advanced knowledge of Office 365.
- Ability to communicate in both official languages (bilingualism) at an advanced level.
- A valid driver's licence.

Desired skills and attitudes

- Professional rigour.
- Strong sense of ethics and respect for confidentiality.
- Organized and knows how to manage several files simultaneously.
- Ability to work effectively as part of a team.
- Strong interpersonal skills.
- Good spoken and written communication skills.
- Perseverance and initiative.
- Good adaptability.

Salary

The gross annual salary is situated between \$47 593.00 and \$55 200.60 and varies according to the candidate's experience. Please note that in order to be eligible for this starting salary, the retained candidate must meet the requirements in terms of minimum experience and academic training or possess the equivalencies when the position so allows.

Start date

As soon as possible.

Interested persons should send their curriculum vitæ and a cover letter (mandatory) no later than **December 7, 2020**, at 4:00 p.m. to:

Ms. Laurie Villeneuve, Human Resources Advisor
First Nations of Quebec and Labrador Health and Social Services Commission
250 Place Chef-Michel-Laveau, Suite 102
Wendake, Quebec G0A 4V0
Fax: 418-842-7045
Email: rh@cssspnql.com

Only selected candidates will be contacted.
Priority will be given First Nations and Inuit.

