



**JOB OPPORTUNITY
INTERNAL / EXTERNAL POSTING**

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Quebec located north of the 55th parallel. The Legal, Socio-Judicial and Municipal Management Department (Legal Department) of the KRG is currently seeking to recruit a candidate to work in Kuujuaq in the capacity of:

**COORDINATOR – SOCIO-JUDICIAL SERVICES
(Permanent, full-time position)**

Reporting to the Director of the Legal Department, the Coordinator - Socio-Judicial Services is responsible for planning, organizing, supervising, coordinating, and documenting the activities of the Sapummijit Crime Victims Assistance Centre (CAVAC) of Nunavik and the Inuit Community Reintegration Officers Program.

DUTIES:

- Plan and coordinate the activities of Sapummijit and the Inuit Community Reintegration Officers Program;
- Supervise employees remotely, in matters concerning attendance, delivery of services, work relations, performance evaluation, and training activities;
- Coach employees through regular visits and help them develop and strengthen their professional skills;
- Ensure that personal information received by the employees is kept confidential;
- Develop action plans, draft reports, and design monitoring, reference, and educational tools;
- Compile and analyze data, and report statistics;
- Develop effective and up-to-date communication tools and distribute information at the regional level and to other organizations;
- Act as a KRG representative and liaise with the governments and other organizations, and attend meetings on issues related to the services;
- Perform any other duties as requested.

REQUIREMENTS:

- Bachelor's degree in Criminology, Sociology, Law, or a related discipline. Relevant work experience in the socio-judicial sector may be considered in lieu of a Bachelor's degree;
- Minimum of three (3) years of relevant experience with correctional services and/or the judicial system and/or related support programs for victims and witnesses of crime;
- At least three years of experience in managing and supervising employees;
- Strong organizational skills and excellent problem solving, decision-making, and mobilization skills;
- Experience in drafting various reports (activities, annual, etc.);
- Ability to speak and write in at least two of the following languages: Inuktitut, English, French;
- Ability to work under pressure and respect deadlines;
- Be willing and available to travel frequently in Nunavik and outside the region;
- Demonstrate cultural sensitivity and openness to Inuit culture;
- Past work experience in a multicultural environment, preferably with native communities, will be considered an asset;
- Proficient in Microsoft Office Suite and other relevant software.

Place of work: Kuujuaq

Salary: Based on the applicable management salary scale

Benefits: Cost-of-living differential: minimum \$8,500 annually

Food allowance: minimum \$3,453 annually

Annual leave trips: minimum of 3

Simplified Pension Plan

Group insurance

Vacation: 30 days annually

Statutory holidays: 19 days, including 10 days during the holiday season

Please send your resume before May 21, 2021 to the following address:

**Human Resources Advisor
Kativik Regional Government**

**P.O. Box 9
Kuujuaq QC J0M 1C0**

Email: humanresources@krg.ca

Fax: 819-964-2975

The KRG is an equal opportunity employer. In accordance with this and with the James Bay and Northern Québec Agreement, conditions may vary to promote the employment of Inuit candidates.

Only candidates selected for an interview will be contacted.