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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUUJJUAQ (QUÉBEC) CANADA J0M 1C0

JOB OPPORTUNITY

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Québec 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 (Temporary, full-time position)

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

SPECIFIC DUTIES:

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

POSITION REQUIREMENTS:

- Relevant work experience in the socio-judicial sector in Nunavik will be considered in lieu of a degree in Criminology, Sociology or a related discipline;
- Minimum of three (3) years of relevant experience with correctional services, judicial system, related victim support programs and employee management;
- Excellent problem-solving, decision-making, communication, organizational and mobilization skills;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Ability to work under pressure and respect deadlines;
- Be willing and available to travel frequently in Nunavik and outside the region;
- Proficient in the Microsoft Office Suite and any other relevant software.

Place of work: Kuujuaq

Salary: Min \$88,378 – Max \$121,520

Benefits: Cost-of-living differential: minimum \$8,500 annually
Food allowance: minimum \$3,903 annually
Annual leave trips: maximum of 3 per person annually
Pension Plan
Group insurance
Vacation: 30 days annually
Statutory holidays: 20 days, including 10 during the Christmas period

Please forward your resume to:

**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.