



JOB OFFER

The Kativik Regional Government (KRG) is a supra-municipal organization with jurisdiction over the territory of Quebec north of the 55th parallel. The KRG's Legal, Socio-Judicial, and Municipal Management Department is currently seeking a candidate to fill the following position:

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

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

DUTIES

- Support, guide, and supervise the provision of customer services and the work of victim support workers;
- Supervise victim support workers in matters of attendance, approval of timesheets, evaluation of service delivery, performance, etc.;
- Hold regular one-on-one meetings with victim support workers to provide them with support in their practice;
- Support and coach the team of victim support workers in acquiring professional knowledge and skills, in particular by leading biweekly workshops;
- Provide guidance to victim support workers regarding the various compensation programs, particularly the Compensation for Victims of Crime (IVAC) program;
- Assist the Assistant Director in organizing training activities, in particular by recommending relevant training activities based on identified needs;
- Assist the Assistant Director in the design of tools, procedures, guides, and reference documents for victim support workers;
- Participate in setting quality standards for intervention services;
- Promote the coordination of activities within the team of victim support workers;
- Coordinate the travel arrangements of victim support workers during itinerant court sessions;
- Visit the five service points in various Northern villages at least three times a year;
- Take part in outreach activities with victim support workers;
- Replace the Assistant Director in her absence;
- Perform any other duties as requested.

REQUIREMENTS

- University degree in social work, criminology, psychology, sexology, psychoeducation, or a related discipline, and membership in good standing with a professional association;
- A minimum of three years' professional experience in intervention related to criminal victimology and/or correctional services and/or the judicial system and/or programs for victims and witnesses of crime;
- Professional experience in post-trauma intervention;
- Experience in clinical supervision and/or management is considered an asset;
- A keen interest in adult education and in conducting training sessions, workshops, etc.;
- Ability to give clear, constructive guidance;
- Excellent problem solving, decision-making, communication, and mobilization skills;
- Experience in preparing various reports (activity, annual, etc.);
- Oral and written communication skills in at least two of the following languages: Inuktitut, English, and French;
- Ability to work under pressure and respect deadlines;
- Willingness to travel frequently in Nunavik and outside the region;
- Proven cultural sensitivity and openness to Inuit culture;
- Experience in a multicultural environment, preferably in Indigenous communities, will be considered an asset;
- Good working knowledge of *Microsoft Office* and other relevant software.



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

- Location:** Kuujuaq
- Salary:** Minimum of \$90,808 and maximum of \$124,862 per year (Class 86)
- Benefits:** Cost-of-living allowance: minimum of \$8,500 per year;
Food allowance: minimum of \$4,216 per year;
Annual leave trips: maximum of 3 per person annually;
Pension plan;
Group insurance;
Vacation: 30 days a year;
Public holidays: 20 days, including 10 during the holiday season.

Please send your resume in English before 5:00 p.m., August 19, 2025, to:

Human resources:
Kativik Regional Government
P.O. Box 9
Kuujuaq QC J0M 1C0
Email: humanresources@krq.ca
Fax: 819-964-2975

The KRG is an equal opportunity employer. Consequently, and in accordance with the James Bay and Northern Quebec Agreement, conditions may vary to promote the hiring of Inuit candidates.

KRG will only contact candidates selected for an interview.