



JOB OPPORTUNITY

The Kativik Regional Government (KRG), a supra municipal body with jurisdiction over the territory located north of the 55th parallel, is now looking for a self-motivated and dynamic individual interested in joining the KRG to work in the capacity of:

SERVICES NUNAVIK SPECIALIST (TEMPORARY, FULL-TIME POSITION)

Reporting to the Assistant Director of Sustainable Employment, the Nunavik Service Specialist (Team Leader) will have as a primary function to train and supervise the Services Nunavik Officers and the Local Employment Officers in Nunavik. The duties of the Services Nunavik Specialist (Team Leader) include without being limited to:

- Update and implement training plans and activities in collaboration with the Assistant Director
- Identify, develop and train Local Employment Officers (LEOs), in collaboration with other department employees, in Last Resort Financial Assistance and counselling of the clientele;
- Provide information on programs, training and support related to Last Resort Financial Assistance and counselling to the LEO Co-ordinator, the Local Employment Officers (LEOs), Services Nunavik Officers and clients;
- Act as Service Nunavik Officer for the Nunavik, when needed, assisting other members of the section with his/her expertise on Last Resort Financial Assistance including:
 - Analysing applications and documents submitted by residents of Nunavik communities;
 - Maintaining contact with LEOs and applicants for more information, as required;
 - Deciding whether financial assistance can be provided to applicants; determining the amount they are entitled to;
 - Following up on all the files in the event of changes in the future;
 - Verifying and inspecting all amounts given to the recipients, report all the irregularities founded, archive documents when needed as per the procedures; and keeping the files updated.

REQUIREMENTS

- Possess a post-secondary degree in social assistance, specialized education, administrative technique or other relevant field of study, or equivalent combination of education, training and experience;
- Have at least eight (8) years of experience as Socio Economic Agent;
- Ability to communicate information to a wide variety of audiences;
- Ability to work and interact as a team member;
- Strong customer service approach;
- Good working knowledge of Microsoft Office;
- Knowledge of *File Maker Pro* is considered an asset;
- Good analytical and organizational skills, and a proactive approach;
- Able to work autonomous and be reliable;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French.

Place of employment: Kuujjuaq
Salary: Between \$44,511 and \$75,701 per year (E8)
Other benefits: Cost of living differential: Minimum of \$8,500 per year;
Food allowance: Minimum of \$3,707 per year;
Annual leave trips: Maximum of 3 per person, per year;
Simplified Pension Plan: 6% employer, 4% employee;
Group Insurance;
Vacation: 20 days;
Statutory Holidays: 19 days including 10 during Christmas holidays.

Please send your resume before 5pm, on May 20th, 2022:

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

** An employee is entitled to receive at least the Northern benefits allocated to an employee without dependants. An employee with dependants is entitled to benefits for her/his spouse and eligible dependants. 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.*