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Administration régionale KATIVIK Regional Government
P.O. Box 9 KUUVJUAQ (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 KRG is currently seeking to recruit energetic and motivated candidates in the capacity of:

VICTIMS SUPPORT AGENT – CHILD WITNESS PROGRAM (Permanent, full-time position)

The Victims Support Agent – Child Witness Program will be under the supervision of the Coordinator – Socio-Judicial Services of the KRG Legal and Municipal Management Department. The responsibilities and duties of the Victims Support Agent – Child Witness Program will include, without being limited to:

- Inform victims and witnesses aged 5 to 17 of their rights, the remedies and recourses available to them and the judicial process, and prepare them for court appearance;
- Provide the victims and witnesses aged 5 to 17 with technical assistance in regard to government bodies/services available to them;
- Guide and refer the victims and witnesses aged 5 to 17 to specialized resources (support services, community resources and informal caregivers);
- Travel to other communities to meet victims and witnesses aged 5 to 17;
- Accompany and assist victims and witnesses aged 5 to 17 during itinerant court sessions;
- When requested, work in collaboration with fellow Victims Support Agents and provide the above-mentioned services to adult victims and witnesses;
- Take part in activities to promote the Sapummijit services (Crime Victims Assistance Centre (CAVAC) of Nunavik);
- Work jointly with a number of other partners, including those in the sectors of education, justice, public security, health and social services;
- Develop community projects and partnerships to promote social integration and Inuit values;
- Perform any other duties as requested.

QUALIFICATIONS:

- Secondary V diploma, although relevant work experience will also be considered;
- Experience working with people aged 5 to 17;
- Excellent ability to assist and support other people, especially people aged 5 to 17;
- Ability to connect with people aged 5 to 17 and communicate easily with them;
- Reliable, resourceful and initiative skills;
- Ability to ensure the confidentiality of personal information received;
- Able to work in collaboration with teammates;
- Be an influent resource and a responsible citizen within the community;
- Good moral character, non-judgmental, open-minded, compassionate and emotionally stable;
- Ability to deal with emotionally-charged situations and capacity to respect deadlines;
- Autonomous and able to work with minimum supervision;
- Willing to receive training as determined by the KRG;
- Be willing and available to travel frequently in Nunavik;
- Written and oral working knowledge of at least two (2) of the following languages: Inuktitut, English and French;
- Proficient in Microsoft Office Suite and any other relevant software.

Place of work: Puvirnituk, Inukjuak or Salluit

Salary: Min. \$44,712 yearly – Max. \$75,266 yearly (Class 7);

Benefits: Cost-of-living differential: minimum \$10,033 annually;
Food allowance: minimum \$5,154 annually;
Annual leave trips: maximum 3;
Simplified Pension Plan: 6% employer, 4% employee;
Group insurance;
Vacation: 20 days annually;
Statutory holidays: 20 days, including 10 during the Christmas period.



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Please forward your resume to:

Human Resources Advisor
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. 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.