



FIRST NATIONS OF QUEBEC  
AND LABRADOR HEALTH  
AND SOCIAL SERVICES  
COMMISSION

To accompany Quebec First Nations in  
achieving their health, wellness, culture  
and self-determination goals.

## JOB OFFER

### Educational Childcare Services Advisor

Regular position

35 hours per week (50% at the office and 50% teleworking)

### Working with us means:

- Joining a dynamic, passionate and committed team.**
- Choosing a stimulating work environment focused on mutual support, respect and collaboration.**
- Accessing a career full of learning and professional development opportunities.**

### The Educational Childcare Services Advisor must:

Act as a resource person for the management of childcare and educational services as part of the delegation of powers agreement between the *Ministère de la Famille* and the FNQLHSSC. More specifically, you must:

- Support early childhood centre managers in carrying out their roles and responsibilities in relation to administrative and financial management based on their needs.
- Analyze needs according to situations requiring improvement or presenting a problem, respond to those needs and make appropriate recommendations, which must take into account the context of First Nations communities.
- Develop support plans during interventions among early childhood education services, support their implementation and align them with external partners, as needed.
- Produce support and follow-up reports in the context of interventions.
- Ensure that records of childcare and educational services are kept in accordance with standards and obligations to ensure compliance.
- Participate in the management of permits (renewal, issuance, modification, etc.).
- Participate in the development of management tools to support the managers of early childhood services.
- Promote training to the various resources in educational childcare services.
- Support educational childcare services in the use of various electronic platforms (SAGE, clicSÉCUR, ACCEO, etc.).

## Qualifications and requirements

- Be a member of the First Nations of Quebec and Labrador.
- College diploma in early childhood education, special education, administration or childcare management.
- Three to five years of experience in early childhood intervention or in the management of a childcare service or childcare centre.
- Knowledge of how the childcare network works.
- Knowledge and understanding of First Nations cultures.
- Knowledge of Microsoft 365, ACCEO software, clicSÉQUR and TeamViewer.
- Excellent command of French and English (written and spoken).
- Availability to work outside regular business hours and to travel, as needed.
- A valid driver's licence.

## Desired profile

- Good communication skills, both spoken and written.
- Good planning and project management skills.
- Open-mindedness and adaptability.
- Strong interpersonal skills.
- Good ability to have a positive influence on the team and rally people around ideas and projects.
- Ability to work effectively as part of a team.

## Salary

The gross annual salary ranges from \$56,365.40 to \$69,414.80 and varies according to the candidate's experience.

## Start date

As soon as possible.

# SUBMIT YOUR APPLICATION!

Send your curriculum vitae along with a cover letter **no later than 4:00 p.m. on January 12, 2025**, to the human resources department by mail or email to:

**First Nations of Quebec and Labrador Health  
and Social Services Commission**

250 Place Chef-Michel-Laveau, Suite 102

Wendake, Quebec G0A 4V0

**Email:** [rh@cssspnql.com](mailto:rh@cssspnql.com)

*\* Only selected candidates will be contacted.*

*The FNQLHSSC prioritizes applications from the First Nations and Inuit.*

