



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

Support Agent – Research and Evaluation

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 Support Agent – Research and Evaluation must:

Provide advisory support relating to information, analysis and interpretation of evidence to the FNQLHSSC's internal and external clientele. More specifically, you must:

- Promote the tools available to the clientele and support users.
- Act as a resource person among First Nations communities and organizations regarding the use of tools and information sources.
- Inform the clientele about existing data, resources and tools, and respond to specific requests.
- Promote the tools among the clientele and assist them in navigating these tools.
- Track and document requests for advisory support and requests for the data mart.
- Collaborate in establishing planning and training needs, in organizing, creating, and adapting materials, and in facilitating training.
- Develop work tools and keep them up to date.
- List information sources.
- Respond to requests for research collaboration and follow-up by contacting the relevant players.

Qualifications and Requirements

- Bachelor's degree in a relevant field.
- Two years of experience in research, knowledge transfer or training.
- Knowledge of the determinants of health and the social determinants of health.
- Knowledge of research ethics involving First Peoples.
- Knowledge and understanding of First Nations cultures.
- Knowledge of Microsoft 365 and I-CLSC (report section).
- Excellent command of French and English (written and spoken).
- Willing to travel throughout Quebec to First Nations communities.
- A valid driver's licence.

Desired profile

- Good communication skills, both oral and written.
- Good mind for analysis, synthesis, popularization, and writing.
- Strong sense of ethics and respect for confidentiality.
- Good ability to identify and manage priorities.
- Good project planning and management skills.
- Organized and ability to manage several files simultaneously.
- Scientific rigour and thoroughness in terms of working methods.
- Strong interpersonal skills.
- Ability to have a positive influence on the team and demonstrate a good ability to rally around ideas and projects.
- Ability to work effectively as part of a team.

Salary

The gross annual salary ranges from \$53,198.60 to \$65,574.60 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 May 25, 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

**Only selected candidates will be contacted.*

The FNQLHSSC prioritizes applications from the First Nations and Inuit.

