



**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

System Implementation and User Services Advisor Telehealth component

12-month contract

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 System Implementation and User Services Advisor – Telehealth component must:

Promote the implementation of telehealth solutions in First Nations communities and support them throughout the process of developing and implementing various telehealth and information management systems (IMS). More specifically, you must:

- Empower and support internal and external stakeholders in the optimal use of various application and technology systems and tools.
- Participate in developing and coordinating partnership agreements with communities and other stakeholders (private companies, government organizations, etc.) for telehealth and information management system projects.
- Coordinate the different stages (feasibility studies, planning, implementation and follow-up) of telehealth and information management system implementation for regional projects.
- Support the implementation and accompany communities in project realization.
- Identify the needs and parameters of projects to be developed with communities and suggest appropriate technological solutions.
- Evaluate telehealth offerings and options, identify opportunities, related issues, challenges and risks.
- Promote telehealth projects in order to mobilize target communities and encourage their engagement.
- Develop and distribute training activities and educational tools.
- Prepare various documents and reports (data analysis, summaries, budget tracking, etc.).

Qualifications and Requirements

- Bachelor's degree in the field of health, social services or education.
- Two to three years of relevant experience, particularly in project management or information dissemination.
- Great ease in working with technologies and information systems, along with skills and an interest in data analysis, are important assets.
- Proficiency in Microsoft 365 and collaboration tools such as SharePoint and Zoom.
- Excellent command of French and English, both spoken and written.
- Willing to travel throughout Quebec to First Nations communities.
- A valid driver's license.

Desired profile

- Good interpersonal skills.
- Good communication skills and ability to popularize information.
- Good ability to identify and manage priorities.
- Proactive and creative in finding solutions.
- Excellent customer service.
- Great concern for confidentiality.
- Ability to work effectively in a team.

Salary

The gross annual salary is between \$57,639.40 and \$70,980.00 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 June 1st, 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.*

