



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

Surveillance Plan Development Agent

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 Surveillance Plan Development Agent must:

- Develop and implement a surveillance plan of health status and its determinants among First Nations (FN) for the Quebec region.
- Contribute to the development and strengthening of the skills of PRISM portal users as well as the internal and external results of the surveillance plan of health status and its determinants among First Nations.
- Act as a resource person for First Nations communities and organizations in the interpretation and use of data stemming from the surveillance plan of health status and its determinants.
- Design and implement the development strategy for the plan and surveillance indicators from a First Nations perspective.
- Help develop internally and externally generated indicators.
- Provide users with training and support in using the surveillance data portal and assign them access.
- Ensure the promotion and enhancement of the surveillance plan and its products (reports, opinions, etc.) and work on improving tools.
- Develop and maintain a network of contacts with First Nations organizations and partners as well as users of the data access portal.
- Help develop and adapt training programs and materials, and coordinate their delivery.

Qualifications and Requirements

- Master's degree in a relevant field (social sciences, public health).
- Two to three years of research experience.
- Knowledge of the determinants of health and the social determinants of health.
- Knowledge of research ethics involving Indigenous peoples.
- Knowledge and understanding of First Nations cultures.

- Knowledge of Microsoft 365 and statistical and qualitative analysis software.
- Excellent command of French and English (written and spoken).
- Willing to travel throughout Quebec to First Nations communities.
- A valid driver's license.

Desired profile

- Good communication skills, both oral and written
- Good analysis, synthesis, popularization and writing skills
- Strong sense of ethics and respect for confidentiality
- Ability to work effectively as part of a team
- Good project planning and management skills
- Organized and a good multitasker
- Scientific rigour and meticulous work ethic
- Strong interpersonal skills

Salary

The gross annual salary is between \$62,407.80 and \$76,913.20 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 22, 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.

