



Job posting

FOLLOW-UP OFFICER

Québec ETSC

The **follow-up officer** works in partnership with all local stakeholders to follow up with participants in the employability and/or training measures of the FNHRDCQ. They act as a contact person and as a motivator and follow up on visits with participants, promoters, training centre staff and employers. They also prepare and verify required documents and facilitate the flow of information between the participants and various stakeholders.

- Would you like to assist Québec's urban Indigenous clients in obtaining sustainable employment?
- Do you have a broad network of contacts and developing relationships is easy for you?
- Are your communication and interpersonal skills your greatest assets and are you able to handle several projects at once?
- Do you want to work for an organization whose mission is the personal and professional development of First Nations?
- Do you have good oral and written communication skills in French and English?
- Do you have experience in intervention, or a degree in special education or in a counselling-related field, and you would like to get your career off to a good start?

If so, come and discover our engaging organizational culture! Do not miss this opportunity and send your résumé before **March 25, 2024**, at: rh@cdrhpnq.qc.ca.

Salary conditions : According to salary scale, 35-hour week
Mandate duration : Permanent
Workplace : 95 rue de l'Ours, Wendake (Québec) GOA 4V0

*With equal qualifications, priority will be given to First Nations.
For more information, please contact the Human Resources Department at rh@cdrhpnq.qc.ca.*

The First Nations Human Resources Development Commission of Quebec (FNHRDCQ)

plays a leading role in the professional and personal success of the Indigenous workforce in Quebec. We are the experts in First Nations employability, and we accomplish our mission through a vast network of 31 Employment and Training Service Centres (ETSCs) across Quebec.