

Presented by:







CONTENTS

Make a Difference Every Day	4
Working Conditions	6
Information on Job Titles	8
Positions Available in the Network by Level of Education and Sector	10
No Academic Requirements	12
No Academic Requirements But With Specific Qualifications	18
Secondary Studies – <i>DEP</i> Required (Vocational-Studies Diploma)_	20
Collegial Studies Required	23
University Studies Required	28
Credited Training Programs	34
Programs for Financial Assistance and Scholarships	36

MAKE A DIFFERENCE EVERY DAY

Working in the Nunavik health and social services network means not only having a real and significant impact on your community's well-being but also participating actively in the development and improvement of health care in the North.

In fact, it is a unique opportunity to work in a collaborative environment where everyone helps everyone else, providing services of good quality which responds to the locals' specific needs.

A Glimpse of the Network

The Nunavik health and social services network includes the Nunavik Regional Board of Health and Social Services, the Inuulitsivik Health Centre (Hudson coast) and the Ungava Tulattavik Health Centre (Ungava coast).



WORKING CONDITIONS THAT ARE BOTH ADVANTAGEOUS AND ATTRACTIVE

The table below shows the benefits of working in the Nunavik health and social services network with the example of the position of Northern Institution Attendant (Personal Care Attendant).

Like many others in the network, this position does not require a diploma.

Benefits Example: Position of Northern Institution Attendant (Personal Care Attendant)

Working Conditions	Position Within the Network	Equivalent Position Outside the Network
SALARY	Starting at \$25.73	Starting at \$14.25
PREMIUMS	Northern premiums (retention, isolation, cargo)	Not stipulated by law
WORK SCHEDULE	32 to 40 hours per week	40 hours per week
RETIREMENT PLAN	Provided upon employment	Not provided automatically
EMPLOYMENT BENEFITS	Group insurance with many coverage options	Not provided automatically
PAID LEAVE	Generous paid leave, including 9.6 days of sick leave	Not provided automatically
VACATION	20 days, i.e., 4 weeks of vacation per year	Less than 1 year: 1 day per full month of continuous service
		1 to 3 years: 2 weeks
		3 or more years: 3 weeks
JOB SECURITY	After a minimum of 6 months of continuous service	After a minimum of 2 years of continuous service

A Host of Other Advantages:

- · Diversified tasks
- An adapted orientation program to facilitate arrival of new employees
- Training paid by the employer
- Serious possibilities for advancement within the network
- Possibility of telework as well as travel to other communities

INFORMATION ON JOB TITLES

NOTE

This document is based on the MSSS' nomenclature:

Nomenclature – Comité patronal de négociation du secteur de la santé et des services sociaux (gouv.qc.ca).

The job titles are divided into five broad categories depending on level of education:



- 1. NO ACADEMIC REQUIREMENTS
- 2. NO ACADEMIC REQUIREMENTS **BUT WITH SPECIFIC QUALIFICATIONS**
- 3. SECONDARY STUDIES DEP REQUIRED (VOCATIONAL STUDIES DIPLOMA)
- 4. COLLEGIAL STUDIES REQUIRED
- 5. UNIVERSITY STUDIES REQUIRED



They are further divided into four sectors of interest defined as follows:













Please note that for cultural and linguistic considerations, certain requirements which are essential for the positions presented here, could be subject to examination in order to properly appreciate the submitted applications.

POSITIONS AVAILABLE

BASED ON LEVEL OF EDUCATION

NO	ACA	DEMI	C RE	QUIR	EMENTS
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SOCIAL SERVICES	
Auxiliary in Health and Social Services	13
Monitor	13
Social Aide	13
HEALTH CARE	
Beneficiary Attendant	14
Health-Care Technician	14
Northern Institution Attendant (Personal Care Attendant)	14
MANUAL	
Food-Services Clerk	15
Light Maintenance Worker	15
ADMINISTRATION	
Administrative Officer, Class 3	16
Administrative Officer, Class 2	16
Administrative Officer, Class 1	16
Storekeeper	17

NO ACADEMIC REQUIREMENTS BUT WITH SPECIFIC QUALIFICATIONS

MANUAL

Driver	19

SECONDARY STUDIES - DEP REQUIRED (VOCATIONAL-STUDIES DIPLOMA)

IEALTH CARE	
Auxiliary Nurse	21
Senior Pharmacy Technician	21
MANUAL	





IN THE NETWORK

AND SECTOR OF INTEREST

REQUIRED	
SOCIAL SERVICES	
Community Worker	24
Educator	24
HEALTH CARE	
Dental Hygienist	25
Assistant Head Nurse	25
ADMINISTRATION	
Administrative Technician	26
Audiovisual Technician	26
Building Technician	26
Computer Technician	27
Medical Archivist	27
Specialized Computer	
Technician	27

COLLEGIAL STUDIES

UNIVERSITY STUDIES REQUIRED	
SOCIAL SERVICES	
Human-Relations Officer	29
HEALTH CARE	
Biomedical Engineer	30
Nurse Clinician	31
ADMINISTRATION	
Building Advisor	32
Computer Analyst	32
Financial-Management Officer	32
Planning and Programming Officer	33
Specialist in Administrative Procedures	33





SOCIAL SERVICES (

Auxiliary in Health and **Social Services**

Summary

Person who accompanies and supports the patient and his family in activities of daily living, fostering integration and socialization, hygiene, well-being and comfort, monitors general needs, installs certain equipment, provides certain care, may distribute and administer medication, prepare meals and perform domestic tasks. Informs those responsible and the members of her team about the needs of the patients she accompanies and supports. Contributes to identifying their needs and developing and carrying out the service or intervention plan.

Hourly wage: \$25.63

Weekly schedule: 35.00 / 36.25 /

38.75 hours

Monitor

Summary

Person who, both in and outside the workplace, sees to the order, discipline and safety of patients and the persons around him, physically intervenes when the situation requires, makes security rounds, performs summary physical or material searches according to established protocols, accompanies patients during their comings and goings, drives a service vehicle, observes the users' behaviour and reports information to the persons in charge.

Hourly wage: \$22.36 - \$25.00 Weekly schedule: 35.00 / 36.25 /

37.50 / 38.75 hours

Social Aide

Summary

Person who, without a technician's diploma in social work, performs work similar and related to that of a social-work technician.

Hourly wage: \$24.78 - \$35.67

Weekly schedule: 35.00 / 38.75 hours





Beneficiary Attendant

Summary

Person who informs those in charge and the members of her¹ team by providing information on the state of the patients under her responsibility and for whom she provides care linked to activities of daily living to ensure their hygiene, well-being, health, comfort, general needs, getting around in and outside the place of work, occupation within a safe environment and installation of equipment.

Hourly wage: \$25.63

Weekly schedule: 35.00 / 36.25 hours

Health-Care Technician

Summary

Person who assists health interveners during clinics, examinations, analyses or surgery. Assumes tasks involving preparation, general maintenance, storage, inventory and, as applicable, sterilization of required materials and other similar tasks. May create and maintain the user's record up-to-date.

Hourly wage: \$21.73 - \$22.65

Weekly schedule: 35.00 / 33.25 hours

Northern Institution Attendant (Personal Care Attendant)

Summary

Person who admits, informs, refers and accompanies users, ensures their comfort and responds to their general needs by providing basic care and installing certain equipment. May also perform simple maintenance and office tasks.

This person must be able to translate for resource persons and Indigenous users.

Hourly wage: \$25.63

Weekly schedule: 36.25 hours

¹ In the interest of simplicity, the masculine or feminine form is used in this text to denote either sex



Food-Services Clerk

Summary

Person who prepares meals and menus and checks and distributes certain special menus established beforehand.

Hourly wage: \$21.58

Weekly schedule: 35.00 / 38.75 hours

Light Maintenance Worker

Summary

Person assigned to clean and maintain the cleanliness of the workplace, with the exception of heavy work.

Hourly wage: \$21.58

Weekly schedule: 35.00 / 36.25 /

38.75 hours



ADMINISTRATION 🔟

Administrative Officer, Class 3

Summary

Person who assists a person in charge in the latter's administrative and professional functions in terms of secretarial or office-automation tasks requiring in-depth knowledge of the work environment, accomplishes complex tasks such as preparation of letters, documents and reports, assumes responsibility for the physical organization of meetings and the related information, convokes participants, may be required to participate therein and draft the minutes thereof, may sort mail, draft correspondence and keep file classifications up-to-date. autonomously assumes responsibilities of coordination and organization of work and quality control of secretarial or office-automation tasks, and may also be required to carry out tasks in an activity sector such as accounting or supply.

Hourly wage: \$22.54 - \$26.00

Weekly schedule: 32.50 / 35.00 hours

Administrative Officer, Class 2

Summary

Person who assists one or more professionals or a work team in their administrative and professional functions, primarily and normally performs secretarial or office-automation tasks according to established methods or procedures that she can modify if needed, prepares letters and documents and captures them on a computer, sorts mail, drafts correspondence, keeps file classifications up-to-date and may also perform tasks in the administrative sector.

Hourly wage: \$22.36 - \$25.00

Weekly schedule: 32.50 / 35.00 hours

Administrative Officer, Class 1

Summary

Person who accomplishes a variety of moderately complicated secretarial tasks according to precise directives, established methods and procedures, performs secretarial work, uses office automation in creating and processing files or data, and may also be required to carry out tasks in the administrative sector.

Hourly wage: \$21.89 – \$23.35

Weekly schedule: 32.50 / 35.00 hours

Storekeeper

Summary

Person responsible for the supply, reception, checking, classification, storage, inventory and distribution of merchandise in the various departments of the workplace and who may also meet with the representatives of regular suppliers.

Hourly wage: \$22.18 - \$24.13 Weekly schedule: 32.50 / 35.00 / 36.25 / 37.50 / 38.75 hours





NO ACADEMIC REQUIREMENTS BUT WITH SPECIFIC QUALIFICATIONS



Driver

Summary

Person who drives a motor vehicle.

Qualifications

Must possess a valid driver's license issued by a competent authority.

Hourly wage: \$23.24

Weekly schedule: 35.00 / 38.75 hours





SECONDARY STUDIES – *DEP* REQUIRED

(VOCATIONAL-STUDIES DIPLOMA)



Senior Pharmacy Technician

Summary

Person who assists the head pharmacist and whose primary function is to pre-pare and package medication using complex pharmaceutical calculations and specialized techniques according to aseptic techniques and established protocols. Can also check oral medication according to the regulations in effect.

Qualifications

Must possess a vocational-studies diploma (DEP) in pharmacy techniques from a school recognized by the relevant ministry or an equivalent competency, with 50% of the general course leading to the official diploma in institutional re-education or specialized education (cégep course).

Hourly wage: \$22.54 - \$26.00 Weekly schedule: 36.25 hours

Auxiliary Nurse

Summary

Person who participates in the provision of a range of nursing care jointly with the health-care team by contributing to the assessment of the patient's state of health and the production of the health-care plan, providing nursing and wellness care and nursing and medical treatments, with the goal of maintaining or recovering health and preventing disease, and contributing to teaching for users and their loved ones.

Qualifications

Must possess a vocational-studies diploma (DEP) in health, assistance and nursing care from a school recognized by the relevant ministry: must be member of the Ordre des infirmières et infirmiers auxiliaires du Québec.

Hourly wage: \$24.21 - \$32.32 Weekly schedule: 37.50 hours





Cook

Summary

Person who prepares, seasons, cooks and portions food, ensures optimum use of foodstuffs and may maintain a list of reserves up-to-date.

Qualifications

Must possess a vocational-studies diploma (DEP) in cooking from a school recognized by the relevant ministry or an equivalent competency.

Hourly wage: \$26.57

Weekly schedule: 35.00 / 38.75 hours

Maintenance Mechanic

Summary

Person who accomplishes various tasks involving installation, maintenance, inspection, repair and adjustment of machinery and mechanical equipment in the workplace.

Qualifications

Must possess a vocational-studies diploma (DEP) in industrial mechanics (construction and maintenance) from a school recognized by the relevant ministry or an equivalent competency.

Hourly wage: \$26.57

Weekly schedule: 38.75 hours





COLLEGIAL STUDIES REQUIRED

SOCIAL SERVICES CO

Community Worker

Summary

Person who participates in the identification of the population's needs, applies various programs of community action and serves as resource person for individuals or groups.

Qualifications

Must possess a collegial-studies diploma (DEC) in social-work techniques or other appropriate discipline or a certificate of collegial studies in social-work techniques or social-aid techniques.

Hourly wage: \$24.78 - \$35.70 Weekly schedule: 35 hours



Educator

Summary

Person who assumes responsibility for the education and re-education of patients according to the professional team's intervention programs in view of their adaptation, rehabilitation or reintegration into society, applies techniques of education by using acts of daily living and organizing, coordinating and facilitating activities for the purpose of learning and acquiring appropriate attitudes and behaviour, observes and analyzes users' behaviour, participates in the assessment of their needs and capacities, and documents their progress.

Qualifications

CLASS 01

Must possess a collegial-studies diploma (DEC) in special-education techniques or intervention techniques in delinquency from a school recognized by the relevant ministry. This class also includes persons who possess a collegial-studies certificate in special-education techniques or institutional re-education.

CLASS 02

Must possess a 14-year general education diploma recognized by the relevant ministry or a certificate of executive educator with exceptional children recognized by the ministère de la Santé et des Services sociaux and the relevant ministry and/or have completed 50% of the general course of study leading to an official diploma in institutional re-education or special education (cégep course).

Hourly wage: \$24.78 - \$35.67

Weekly schedule: 35.00 / 38.75 hours



Dental Hygienist

Summary

Person who, according to established general programs, designs specific education and prevention programs in dental hygiene, works with resources assigned to testing, may assist dentists in their functions, applies and teaches preventive dental-health techniques, sees to the topical application of anti-decay agents, performs tasks of tooth cleaning, descaling, and polishing, performs preliminary oral examinations, establishes dental histories, installs, sculpts and finishes restorations, takes dental impressions for diagnostic casts, and maintains inventory of and orders dental supplies.

Qualifications

Must possess a collegial-studies diploma (DEC) in dental-hygiene techniques and be member of the Ordre professionnel des hygiénistes dentaires du Québec.

Hourly wage: \$24.78 - \$35.67 Weekly schedule: 35 hours

Assistant Head Nurse

Summary

Person who assists the head nurse or the immediate superior in the latter's functions, plans, supervises and coordinates a department's activities. serves as resource person for the health-care team in planning, distribution and evaluation of nursing care, referral, identification of training needs and evaluation of personnel performance. assumes, when required, the usual functions of a nurse and contributes to the design, implementation, evaluation and revision of the programming of a service and clinical tools.

Qualifications

Membership in the Ordre des infirmières et infirmiers du Québec

Hourly wage: \$26.66 - \$45.70 Weekly schedule: 37.50 hours

ADMINISTRATION 🔟

Administrative Technician

Summary

Person who accomplishes tasks involving compilation and analysis of data related to management of human, financial and physical resources or to supply, may be responsible for her workplace's administrative operations, ensures internal and external relations, and coordinates the activities of the personnel of the management sector.

Qualifications

Must possess a collegial-studies diploma (DEC) in general administration, accounting techniques and management, office-automation techniques or other relevant discipline, or an attestation to relevant collegial studies (AEC).

Hourly wage: \$24.21 – \$32.32 **Weekly schedule:** 32.50 / 35.00 hours

Audiovisual Technician

Summary

Person who operates, checks, maintains, recovers, inventories, classifies and stores audiovisual documents and equipment and may repair various audiovisual production and broadcasting equipment.

Qualifications

Must possess a collegial-studies diploma (DEC) in electronic technology with specialization in audiovisuals.

Hourly wage: \$23.48 - \$29.40 Weekly schedule: 35 hours

Building Technician

Summary

Person who prepares plans, specifications and other technical documents of plumbing, heating, ventilation, cooling, refrigeration, and architectural-layout systems, makes the required calculations, resolves problems particularly involving layout and constraints to implementation and installation, prepares project specifications in whole or in part and estimates the costs thereof, and may monitor projects.

Qualifications

Must possess a collegial-studies diploma (DEC) in building-services technology, architectural technology, civil-engineering technology or other appropriate discipline.

Hourly wage: \$24.36 – \$33.95 **Weekly schedule:** 35 / 38 hours



Computer Technician

Summary

Person who performs technical tasks involving programming (coding, development of test data, tests, corrections) based on systems established by the computer analyst, installs, develops, configures and maintains software up-to-date, performs various tasks related to the databases, ensures monitoring of the databases, applies procedures for data security and backup, manages access rights to the digital information system, provides technical assistance for users of software and computer equipment, intervenes during service interruptions and designs wiring schemes to connect the various departments to the processing centre.

Qualifications

Must possess a collegial-studies diploma (DEC) with specialization in informatics or a DEC or AEC in a relevant discipline combined with relevant experience.

Hourly wage: \$24.21 – \$32.32 **Weekly schedule:** 32.50 / 40.00 hours

Medical Archivist

Summary

Person who assumes responsibilities relative to record management and coding of their elements, quantitative and qualitative file analysis, confidentiality and application of the policy on the disclosure of information contained in records, performs tasks involving research, compilation, analysis and interpretation of statistical data, and collaborates with the professional team on teaching and evaluation based on the objective criteria of records.

Qualifications

Must possess a collegial-studies diploma (DEC) in medical archiving or recognized training in medical archiving.

Hourly wage: \$24.36 – \$33.95

Weekly schedule: 32.50 / 35.00 hours

Specialized Computer Technician

Summary

Person who configures software and hardware, optimizes security of information systems, technological infrastructures and telecommunications networks, performs various tasks related to databases, ensures the proper functioning and evolution of complex technological components at the local, regional or provincial level, serves as expert in her field of specialization, supports the computer technicians in resolving highly complex or specialized problems, and may design implementation plans for technological projects and coordinate the computer technicians' work.

Qualifications

Must possess a collegial-studies diploma (DEC) with specialization in informatics or a DEC or AEC in a relevant discipline combined with relevant experience.

Hourly wage: \$24.21 - \$32.32 Weekly schedule: 35 / 40 hours



UNIVERSITY STUDIES REQUIRED



Human-Relations Officer

Summary

Person who carries out activities involving design, evaluation, orientation, consultation, update and analysis in one or more social programs.

Qualifications

Depending on the field of activity in question, must possess a bachelor's degree in humanities or social sciences, such as criminology, social work or psychology.

Hourly wage: \$27.08 - \$47.98 Weekly schedule: 35 hours





Biomedical Engineer

Summary

Person who, in areas such as microbiology, biochemistry, chemistry, physics and biomedical engineering, performs tasks involving specialized analysis, development of research and teaching, serves as advisor, and collaborates in establishing diagnoses, determining treatments, and selecting and using methods, techniques and instrumentation.

Qualifications

Must possess a bachelor's degree in an appropriate discipline. Must be member of the Ordre des ingénieurs du Québec.

Hourly wage: \$27.46 - \$50.39 Weekly schedule: 35 hours



Nurse Clinician

Summary

Person who assumes responsibility for a range of nursing care according to the biological, psychosocial and social needs of patients or groups:

- assesses their state of health.
- initiates and provides nursing and medical care and treatment in order to maintain and recover health and prevent disease,
- may prescribe laboratory tests, treatments, products, medications and bandages in precise fields,
- designs, applies and evaluates care programs requiring advanced knowledge in complex health problems.

- determines and ensures that nursing-care and treatment plans are carried out,
- participates in the development or adaptation of clinical tools and tools for evaluating the quality of care,
- coordinates teamwork and assumes an advisory role with the health-care team and interdisciplinary team,
- identifies patients' needs and interventions necessitating coordination
 of the services in the institution and
 between various network institutions
 or organizations,
- ensures, as applicable, the coordination of those services and the orientation of new personnel,
- contributes to training of interns,
- supervises teaching for patients, their loved ones and groups of persons under specific programs,
- and collaborates in research.

Qualifications

Must possess a bachelor's degree in nursing sciences or a bachelor's degree that includes three admissible certificates, at least two of which are recognized under nursing care, and must be member of the Ordre des infirmières et infirmiers du Québec.

Hourly wage: \$27.08 – \$47.98 Weekly schedule: 37.50 hours



ADMINISTRATION 🔟

Building Advisor

Summary

Person who assumes responsibility for projects for construction, renovation, conservation and installation layout, meets with the persons involved to ensure their objectives are clearly identified, organizes all activities related to execution of projects, such as definition of the concept, preparation of plans and specifications and calls for tender, and monitoring of work, coordinates the activities of professionals and contractors, and ensures administrative and fiscal control of projects assigned to him.

Qualifications

Must possess a bachelor's degree in engineering or architecture.

Hourly wage: \$28.33 - \$52.88 Weekly schedule: 35 hours

Computer Analyst

Summary

Person who assesses or analyzes users' technical needs, designs appropriate systems, ensures their formulation, implantation and evolution, analyzes the cost effectiveness of proposed systems, coordinates implantation of systems, technologies and applications, ensures optimal use of the informatics stock and may organize the activities necessary to monitoring of the technical environment.

Qualifications

Must possess a bachelor's degree in informatics or other appropriate discipline.

Hourly wage: \$26.66 - \$45.70 **Weekly schedule:** 35 / 40 hours

Financial-Management Officer

Summary

Person who designs, analyzes, evaluates and provides professional techniques relative to accounting, financial and statistical operations in order to assist in the workplace's financial management.

Qualifications

Must possess a bachelor's degree in administration or other appropriate discipline.

Hourly wage: \$26.22 - \$43.49 Weekly schedule: 35 hours



Planning and Programming Officer

Summary

Person who is responsible for establishing, improving and developing services by advising those involved in one or more programs or projects, carries out the necessary research activities to identify and assess needs and resources, designs and proposes development plans and programs in view of appropriate planning of services, and may participate in various teaching and training activities.

Qualifications

Must possess a bachelor's degree in an appropriate discipline such as administration, humanities or social sciences.

Hourly wage: \$27.08 - \$47.98 Weekly schedule: 35 hours

Specialist in Administrative Procedures

Summary

Person who assesses needs and designs and provides professional techniques relative to administrative methods and systems in order to improve the functioning of services.

Qualifications

Must possess a bachelor's degree in administration, humanities, social sciences or other appropriate discipline.

Hourly wage: \$25.07 – \$46.30 Weekly schedule: 35 hours



CREDITED TRAINING PROGRAMS

INTERESTED IN A PARTICULAR POSITION BUT HAVEN'T YET OBTAINED THE REQUIRED DIPLOMA?

There are many training programs that allow you to obtain the diploma required for the position you are interested in. Please note that these programs are intended for employees of the health network and employees of community groups funded by the Nunavik Health and Social Services Network.

Social Work

Programs	Partners	Eligibility	Duration
Attestation of College Studies in Helping Relationship	Cégep - Marie-Victorin	Working in	Minimum of 3 months to 2 years
Diploma of College Studies in Social Services	Marie-Victorin	the field of social work.	Minimum of 2 years
Bachelor in Social Work	McGill University		Minimum of 3 years

For more information:

Inulirijitraining supportservices@ssss.gouv.qc.ca

Administration and Management

Programs	Partners	Eligibility	Duration	
Attestation of College Studies in Communication in Administration	Cégep	Working in the adminis- tration field	Minimum of 3 months	
Attestation of College Studies in Human Resources Supervision	Marie-Victorin	Supervising human resources	to 2 years	
Inuit Management Training	McGill University	Referred by manager	Minimum of 2 years and a half	

For more information:

RHRD-Secretary@ssss.gouv.gc.ca

PROGRAMS FOR FINANCIAL ASSISTANCE AND SCHOLARSHIPS

The Nunavik Regional Board of Health and Social Services offers the possibility of participating in various paid training programs and undertaking studies toward a diploma. It also offers a scholarship program specifically for Inuit youths currently enrolled in a field of study related to the health and social services network.

The table below presents some existing programs for which it is possible to apply as student.

Programs for Financial Assistance and Scholarships

Funds	Organizations	Eligibility
Nunavik Scholarship Fund	Kativik Regional Government	Students from Nunavik in their pursuit of post-secondary studies
Makivik Scholarship Fund for Nunavik Beneficiaries	Makivik Corporation	Students who are Inuit Beneficiaries of the James Bay and Northern Quebec Agreement and want to attain their educational goals at the post-secondary level
Building Brighter Futures – Bursaries, Scholarships and Awards	Indspire	First Nations, Inuit and Métis students who pursue full and part time studies in college, university, skilled trades, apprenticeships, and technology programs.
Department of Health and Social Services Scholarship Programs	Ministry of Health and Social Services	Scholarships are offered in many fields, including clinical biochemistry, advanced pharmacotherapy, medical physics, midwifery (some regions), psychotherapy, nursing (specialized nurse practitioners), personal assistance in a health-care setting or home

WANT TO KNOW MORE?

For more details on the other types of existing programs for financial assistance and scholarships, write to rhrd-secretary@ssss.gouv.qc.ca.







