

List of Designated Bilingual Positions with Key Recruitment and Selection Considerations

Special Considerations :

Testing vs. Assessment (yellow and/or green columns)

The French Language Assessment provides a consistent approach to assess an employee's | applicant's general ability to speak and understand at a level whereby the person can offer and deliver health care services in French adequately, according to position requirements of a Designated Bilingual Position. In lieu of an Assessment, certain Designated Bilingual Positions require third-party testing due to position requirements. Testing is more comprehensive, is carried out by a third party, and evaluates Speaking and Listening components separately.

This list identifies Designated Bilingual Positions with special considerations that require Testing vs. Assessments.

Positions that Cannot be Underfilled (Red column)

Designated Bilingual Positions must be filled by a candidate who meets the bilingual qualification.

As a result, the position must be posted without the following disclaimer: *'If no candidates satisfy the bilingual qualification, candidates meeting all other qualifications may be considered for this position.'*

DESIGNATED SITES PROGRAMS	POSITION	1. Staff who interact autonomously in French with clients families stakeholders, based on position requirements REQUIRED TESTING RESULTS: B composite (Speaking and Listening) (B-, B or B+)	2. Staff who require advanced proficiency, based on position requirements REQUIRED TESTING RESULTS: A composite (Speaking and Listening) (A-, A or A+)	3. DO NOT UNDERFILL - disclaimer removed for first posting; - consult with FLS Unit if unable to fill	RATIONAL
DESIGNATED SITES PROGRAMS					
Centre de santé Notre-Dame Health Centre	Manager, Health Services	x		x	Liaise with Francophone stakeholders Works independently Designated site Position requirements
	Administrative Assistant		x (+Reading/Written test)	x	
	Clinical Resource Nurse	x		x	
Centre de santé - Foyer Notre Dame	Manager, Health Services - LTC	x		x	Liaise with Francophone stakeholders Works independently Designated site Position requirements
	Unit Clerk - LTC		x (+Reading/Written test)	x	
	Social Worker	x		x	
	Clinical Resource Nurse	x		x	
Centre de santé St. Claude Health Centre	Manager, Health Services - LTC	x		x	Liaise with Francophone stakeholders Works independently Designated site Position requirements
	Administrative Assistant		x (+Reading/Written test)	x	
Centre médico-social De Salaberry Health Centre & Repos Jolys	Manager, Health Services	x		x	Liaise with Francophone stakeholders Works independently Designated site Position requirements
	Receptionist		x (+Reading/Written test)	x	
	Clinical Resource Nurse	x		x	
Hôpital Ste-Anne Hospital	Manager, Health Services	x		x	Liaise with Francophone stakeholders Works independently Designated site Position requirements
	Administrative Assistant		x (+Reading/Written test)	x	
	Clinical Resource Nurse	x		x	
	Unit Clerk - OR program	x		x	
HOME CARE					
Regional	Administrative Assistant - Home Care, Seniors & Palliative Care	x			Designated program Support
Niverville	Case Coordinator	x			Services IDC Lorette Ste.Agathe St.Adolphe
Notre Dame de Lourdes	Case Coordinator	x			Liaise with Francophone stakeholders Works independently
St. Claude	Case Coordinator	x			Liaise with Francophone stakeholders Works independently
St. Jean Baptiste	Case Coordinator	x			Liaise with Francophone stakeholders Works independently
St. Pierre-Jolys	Case Coordinator	x			Liaise with Francophone stakeholders Works independently
St. Anne	Case Coordinator	x			Liaise with Francophone stakeholders Works independently
	Administrative Secretary		x	x	Located in Bilingual Services Centre - Ste. Anne
MEDICAL SERVICES					
Regional	Physician Recruitment Officer	x		x	Bilingual recruitment Liaise with Francophone organizations
Notre Dame de Lourdes	Clerk V – Medical Clinic and CTU Administrative Lead	x		x	Based within a designated Francophone site
	Clinic Clerk	x		x	Liaise with Francophone stakeholders Works independently Francophone site
	Clinic Nurse - Notre-Dame	x		x	Liaise with Francophone stakeholders Works independently Francophone site
St. Claude	Clinic Nurse - St. Claude	x		x	Liaise with Francophone stakeholders Works independently
	Clinic Clerk	x		x	Liaise with Francophone stakeholders Works independently
St. Pierre-Jolys	Clinic Clerk	x		x	Liaise with Francophone stakeholders Works independently
St. Jean-Baptiste	Clinic Clerk	x		x	Liaise with Francophone stakeholders Works independently
MEDICAL SERVICES (cont'd)					
East Area	Manager - Medical Clinic - East	x			Based within a designated Francophone site
West Area	Manager - Medical Clinic - West	x			Based within a designated site

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MENTAL HEALTH & ADDICTIONS					
Regional	Administrative Assistant - Mental Health & Addictions Community Mental Health Worker (Access)			x x	Designated program Support Position requirements - intake/assessment
PALLIATIVE CARE					
East Area	Palliative Care Nurse	x			Liaise with Francophone stakeholders Works independently
West Area	Palliative Care Nurse	x			Liaise with Francophone stakeholders Works independently
PHARMACY					
Notre Dame de Lourdes	Pharmacist Pharmacy Assistant	x x			Based within a designated Francophone site Based within a designated Francophone site
PRIMARY CARE					
Mon équipe santé	Administrative Assistant Kinesiologist - La Montagne Kinesiologist - Seine Licensed Practical Nurse Primary Care Nurse Nurse Practitioner Social Worker Community Health Nurse Chronic Disease Education Dietitian	x x x x x x x x x		x x x x x x x x x	MES support Designated francophone program Designated francophone program Designated francophone program Designated francophone program Designated francophone program Designated francophone program Designated francophone program Designated francophone program Designated francophone program
PUBLIC HEALTH-HEALTHY LIVING					
	URIS Direct Service Nurse URIS Coordinator	x	x (+Reading/Written test)	x x	Works closely with DSFM & Francophone clientele Written reports Works closely with DSFM & Francophone clientele
St. Claude & Portage	Public Health Nurse	x			Liaise with Francophone stakeholders Works independently
Somerset	Public Health Nurse	x			Liaise with Francophone stakeholders Works independently
St. Pierre	Public Health Nurse	x			Liaise with Francophone stakeholders Works independently
St. Anne	Public Health Nurse	x			Liaise with Francophone stakeholders Works independently
Niverville (services St. Malo)	Public Health Nurse	x			Liaise with Francophone stakeholders Works independently
St. Jean Baptiste	Public Health Nurse	x			Liaise with Francophone stakeholders Works independently
REGIONAL OFFICE - LA BROQUERIE					
	Administrative Assistant	x		x	Regional reception Liaise with Francophone stakeholders Works independently
FRENCH LANGUAGE SERVICES					
	Director - French Language Services FLS Specialist Administrative Assistant		x (+Reading/Written test) x (+Reading/Written test) x (+Reading/Written test)	x x x	Position requirements Position requirements Position requirements
COMMUNICATIONS					
	Director - Communications Graphic & Website Specialist Communications Specialist		x (+Reading/Written test) x (+Reading/Written test) x (+Reading/Written test)	x x x	Position requirements Position requirements Position requirements
COMMUNITY ENGAGEMENT					
	Planning, Engagement & Board Governance Advisor	x		x	Liaise with Francophone stakeholders Works independently
HUMAN RESOURCES					
	Recruitment & Retention Officer	x (+Reading/Written test)		x	Bilingual recruitment Liaise with Francophone organizations
FRENCH LANGUAGE ASSESSMENTS					
	Approved Assessors		x		Role requirement