

INTERNAL/EXTERNAL POSTING



Inuuqatigiit-Centre for Inuit Children, Youth and Families is a multi service non-profit organization serving Inuit children and youth and their families, dedicated to providing cultural, educational, and support services in a caring, respectful and collaborative environment that fosters strong and proud Inuit children and families.

POSITION# 2023-85
Position: Inuit Child and Youth Service Coordinator
Posting Date September 18,2023
Start Date: ASAP
Hours: Full-Time Indeterminate - 37.5 hours per week
Salary Range: Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Community Initiatives and Mental Health Manager the Inuit Child and Youth Service Coordinator will be responsible for the overall coordination and management of the services, including providing support to other staff. Key service components include providing Inuit Families with assistance to understand and access funding under the Child First Initiative program (CFI) and to increase access for Inuit children, youth and families to Inuit specific health services and cultural programs.

KEY DUTIES AND RESPONSIBILITIES

- Evaluate and assess high needs of Inuit Children and Youth.
- Foster knowledge of available funding from Child First Initiative program and promote the program within the Ottawa area.
- Work with parents/caregivers to assist them in applying for CFI funding for specific health, social and educational products, services and support their children's needs.
- Prepare group applications for specific groups of Inuit children/youth with similar needs.
- Outreach through schools, Inuit service providers, partners and parents/caregivers about CFI information, available funding, and application services.
- Advocate for and support Inuit children and youth caught in jurisdictional issues that impede their ability to complete applications, access services and supports.
- Coordinate the Inuit integrated plan of care process (IPC) for children with complex needs.
- Provide counselling to high-risk children and youth
- Maintain effective administrative systems, confidential client information and data.
- Meet all tracking, evaluation, reporting requirements of the funder and Inuuqatigiit.
- Ensure provision of culturally and linguistically relevant services across teams
- Actively participate in case management meetings.
- Maintain accurate client information in the Inuuqatigiit database.
- Maintain a system of data tracking for reports and funders.
- Coordinate and liaise with the Child Welfare Service Worker, Children & Youth Counselor, Art/Music Therapist, Occupational Therapist, Cultural Coordinator
- Liaise with other service providers, programs, professionals in the community to facilitate referrals and maintain effective linkages and partnerships.
- Refer parents/families to appropriate services as required and document the

results of these referrals

ACCOUNTABILITY

- Accountable to support children, youth, parents, caregivers as required.
- Accountable to the effective and efficient delivery of services in keeping with funding agreements.

WORKING RELATIONSHIPS

- Develop supportive and professional rapport with Inuuqatigiit staff; and
- Assist in the planning and organization of the Inuuqatigiit events (e.g. Inuit Day, AGM, Christmas Party).

EXTERNAL COMMUNICATIONS

- Foster strong communication with families.
- Communicate and coordinate with internal and external service providers.
- Create external partnerships to maximize client service.

WORKING CONDITIONS

- Work regular and consistent weekly hours of work.
- Some evening work may be required related to the delivery of the program.
- Additional hours on occasion to meet deadlines and ensure delivery of high-quality services.

KNOWLEDGE AND SKILLS

- Inuit descent preferred.
- Fluency in Inuktitut would be a strong asset.
- Strong organizational, program planning, evaluation, fiscal management, and problem-solving skills
- Experience supporting clients with mental health and or substance abuse issues.
- Knowledge of Inuit culture and community.
- Knowledge of the needs of Inuit children and youth and issues faced by Inuit parents.
- Knowledge of Inuit and non-Inuit community services and supports.
- Knowledge of the socio determinants of health that impact Inuit children, youth, and families.
- Ability to operate computer systems and relevant software.
- Ability to communicate effectively orally and in writing.
- Ability to work in a collaborative staff team environment.
- Ability to function effectively in a high stress, high noise environment.
- Ability to respond effectively in crisis situations.
- Enthusiasm, flexibility, dedication and commitment to children and families; and
- Strong organizational and problem-solving skills

QUALIFICATIONS AND REQUIREMENTS

- Diploma or degree in Social Work or related field of study.
- Minimum of two years' experience in a related field.
- Previous experience working with Inuit or Indigenous communities an asset.
- Experience supporting clients with mental health.
- Experience working with children with exceptional needs including developmental, medically fragile, health/physical/educational supports etc.
- Current Vulnerable Sector Check required in keeping with Inuuqatigiit Personnel Policies and Procedures.
- Medical certification of good health.
- Up-to-date immunization records and TB test, if applicable.
- CPR/First Aid Certification (or willingness to become certified); and
- Possession of a valid driver's license is an asset.

Please apply with a cover letter and up-to-date resume to: Human Resources Department, at jobs@inuqatigiit.ca

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, please contact the HR Department through the information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

We thank all who apply to this position. Only those applicants selected for an interview will be contacted.

