

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 # 2024-105
Position: CAS Diversion Coordinator
Posting Date March 19, 2024
Start Date: ASAP
Hours: Full-Time Determinate 3 year term
Salary Range: Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Manager of Family Well-Being, the CAS Diversion Coordinator will oversee the delivery of wrap-around supports provided to parents of Inuit children and their families. who are involved with an Ontario Children's Aid Society or other child protection agency. The incumbent will provide supervision and guidance to staff, engage and support parents and families using a holistic and family-centred approach, and ensure safe spaces for clients with the goal to divert families away from the child welfare system and will follow the current wise practices, relevant legislation and Inuuqatigiit Centre policies and procedures.

KEY DUTIES AND RESPONSIBILITIES

- Oversee the planning and delivery of effective diversion strategies to existing and prospective parents involved with a child protection agency through on-going communications with community, agencies and parents.
- Oversee the planning and delivery of safe and culturally appropriate family supports and activities to families involved in the child welfare system, including but not limited to a visitation program for Inuit children in foster care, and programming for Inuit children adopted to non-Inuit parents.
- Identify and report on concerns and issues related to parental engagement and the needs of children to FWB Manager.
- Consult and guide staff to resolve issues that arise in delivery of services to families.
- Provide transportation assistance to families; and
- In collaboration with FWB Manager, engage community members to support program implementation and uptake.
- Oversee and participate in the planning and delivery of community strength-based supports and safe spaces based on the Inuuqatigiit Centre FWB model.
- Liaise with service providers to ensure appropriate referrals, system navigation and advocacy.
- Actively participate in case management meetings and required follow up.
- Regularly participate in supervision meetings with the FWB Manager.

- Oversite the implementation and delivery of a peer support group for parents involved with the children welfare system.
- Support the oversight and participate in the facilitation of drop-in programs for families.
- Provide after-hours crisis support and guidance, as required.
- Provide responsive and inclusive support services to parents and their families.
- Oversee and guide staff referrals for parents and children/youth to appropriate services as required and document the results of these referrals.
- Seek out opportunities for peer or other support as appropriate in preventing and coping with the effects of vicarious trauma.
- Implement a team approach to support the planning of community-based programming and safe spaces (e.g. land-based family camp, monthly family activities, family drop ins, adoptive family events, CAS access visits).
- Adhere to the FWB mandate and workplan. Represent Inuuqatigiit Centre at meetings, presentations and conferences with stakeholders, including partner agencies, funders, and government.
- Liaise with the Children's Aid Society and government representatives; and
- Oversee and maintain the program budget.
- Responsible for preparing programming schedule and staffing.
- Liaise with Inuuqatigiit Centre Finance department to ensure timely payment of invoices.
- Maintain thorough, orderly, and confidential administrative tasks required by funder and Inuuqatigiit Centre (e.g. daily contacts, referrals, client files).
- Maintain accurate attendance records of all parent/family activities and events in the database.
- Meeting all tracking, evaluation, and reporting requirements of funder and Inuuqatigiit Centre (client notes, attendance, maintaining project statistics, meeting project targets, creating surveys, completing Incident/Accident reports).
- Preparing qualitative and quantitative reports as required by funders.

ACCOUNTABILITY

- Accountable for the safety and security of participants receiving support during family/community/parent activities.
- Accountable to support parents and families of participants as required.
- Accountable for distribution of funds while adhering to budget

WORKING RELATIONSHIPS

- Develop supportive and professional rapport with Inuuqatigiit Centre staff.
- Guide staff through conflict resolution when required.
- Develop positive relationships with youth participants and parents at IC.
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- Guide staff through conflict resolution when required.
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- Create atmosphere of teamwork and act as role model in motivating youth teams.
- Work collaboratively with other members of the management team of IC.

LEADERSHIP

- Act as a positive role model to promote professional values and ethics within Inuuqatigiit Centre.

- Assume leadership role for all aspects of parental engagement and support activities and services including emergency situations.
- Provide trauma-informed guidance and support to staff; and
- Demonstrate autonomy and initiative.

EXTERNAL COMMUNICATIONS

- Communicate regularly with partners, funders and other stakeholders.
- Guide staff in communications with youth, parents and partners

WORKING CONDITIONS

- Work regular and consistent weekly hours of work.
- Required to work occasional evening and weekend hours related to supervision of youth programs and services.
- Additional hours on occasion to meet deadlines and ensure delivery of high-quality youth programs and services.
- Some travel to meetings may be required

KNOWLEDGE AND SKILLS

- Excellent organizational, problem-solving skills and attention to detail.
- Ability to handle sensitive information.
- Ability to exercise sound judgment and prioritize workload.
- Ability to function well in a high-paced and fast-paced environment.
- Must have excellent oral and written communication skills primarily in English, Inuktitut is considered an asset.
- Advanced computer skills in Microsoft Office (Word, Excel, Access and Outlook) and accounting software.
- Networking and partnership-building skills.
- Effective leadership skills
- Ability to respond effectively in crisis situations.
- Ability to multitask in a fast-paced environment.
- Enthusiasm and commitment to youth.

QUALIFICATIONS AND REQUIREMENTS

- Inuit descent preferred; preference will be given to an Inuk candidate.
- Completion of a bachelor's degree in a related field or an acceptable equivalency
- **Minimum of 1 years of experience in:**
 - Overseeing staff.
 - Supporting families or individuals.
 - Working with Inuit communities.
 - Working in a collaborative and family-oriented program.
 - Organizing and facilitating groups.

CONDITIONS OF EMPLOYMENT

- TB Test and other immunizations up to date.

- Medical certification of good health.
- Police Record Check required in keeping with policies and procedures.
- CPR / First Aid Certification (or willingness to become certified).
- COVID-19 Vaccine – minimum of two doses

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