

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
Position:	Visitation Program Worker
Posting Date	March 21, 2024
Start Date:	ASAP
Hours:	Full-Time Determinate to March 31, 2025
Salary Range:	Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Manager of Family Well-Being (FWB), the Visitation Program Worker supports the delivery of community-based programming for families involved with the Children's Aid Society, engages and supports parents using a holistic and family-centered approach and ensures safe spaces for clients in compliance with the current wise practices, relevant legislation and Inuuqatigiit Centre policies and procedures.

KEY DUTIES AND RESPONSIBILITIES

- Plan and implement effective outreach strategies to existing and new families through ongoing communications with community and agencies.
- Plan and deliver developmentally appropriate activities for children and their families when participating in access visits.
- Ensure safe and culturally appropriate visits for Inuit children and their families.
- Support the planning and implementation of family/community events and activities.
- Identify and report on concerns and issues related to parental engagement to Manager of FWB.
- Resolve issues that arise in the delivery of programming and support to parents.
- Plan and purchase supplies for programs and activities, including food.
- In collaboration with FWB Program Manager, engage community members to support program implementation and uptake.
- Plan and deliver community-based services and safe spaces based on the Inuuqatigiit Centre FWB model.
- Plan and facilitate community visitation for families involved with the Children's Aid Society (CAS) in a supportive, trauma-informed, and culturally safe manner.
- Liaise with workers from CAS, Inuuqatigiit Centre, and partner organizations to ensure the seamless and supportive planning of access visits.

- Assist in the planning of transportation associated with CAS visits and communicate with drivers as needed.
- Support the delivery of visits for Inuit children where custody or adoption may be a factor.
- Actively participate in case management meetings and required follow up.
- Regularly participate in supervision meetings with the FWB Manager
- Support the facilitation of prevention activities (e.g. evening/weekend programming)
- Implement a team approach to planning community-based programming and safe spaces e.g. land-based family camps, monthly family activities, CAS access visits.
- Provide information to the FWB Program Manager for the purpose of local program progress tracking and evaluation
- Adhere to the FWB mandate and workplan
- Represent Inuuqatigiit Centre at meetings, presentations, and conferences with stakeholders including partner agencies, funders, and government as requested by management; and
- Engage with various agencies and stakeholders to strengthen family support and engagement programs and services

ADMINISTRATION

- Maintain thorough, orderly, and confidential administrative tasks required by funder and Inuuqatigiit Centre, e.g. daily contacts, referrals, and client files.
- Maintain accurate attendance records of all activities and events
- Meet 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)

ACCOUNTABILITY

- Accountable for the safety and security of participants in family/community/parent activities
- Accountable to support families of participants as required

INTERPERSONAL RELATIONSHIPS

- Develop supportive and professional rapport with Inuuqatigiit Centre staff.
- Establish positive, supportive and professional relationships with children/youth and parents of Inuuqatigiit Centre
- Provide support and encouragement to parents and children.
- Participate in conflict resolution when required

LEADERSHIP

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

- Assume leadership role for aspects of parental engagement and support activities and services including emergency situations.
- Demonstrate autonomy and initiative
- Actively participate as a member of FWB team
- Assist in the planning, organization, and delivery of Inuuqatigiit Centre community events

EXTERNAL COMMUNICATIONS

- Effectively communicate with families, staff, CAS, and partner organizations regarding upcoming activities, program changes, and appointments related to Inuuqatigiit Centre
- Foster strong community engagement in FWB programs, e.g. Elders

TRAINING

- In relation to the priorities of the overarching FWB program, attend training and participate in at least one self-identified professional development opportunity per year

WORKING CONDITIONS

- Regular and consistent weekly hours of work
- Required to work evenings and weekends to deliver on-the-land camps, parent engagement activities. Participation in community events (e.g. Inuit Day, AGM, Christmas party) may be requested.
- Additional hours on occasion to meet deadlines and ensure delivery of high-quality programs and services

KNOWLEDGE AND SKILLS

- Fluency in Inuktitut would be an asset
- Knowledge of the needs of Inuit children, parents & families
- Knowledge of Inuit and non-Inuit community services and supports.
- Ability to communicate effectively orally and in writing In English
- Ability to operate computer systems and relevant software.
- Strong organizational, program planning, and critical thinking skills.
- Ability to respond effectively in crisis situations.
- Ability to work in a collaborative staff team environment.
- Ability to function effectively in a high stress, high noise environment.
- Enthusiasm, flexibility, dedication and commitment to

QUALIFICATIONS AND REQUIREMENTS

- Inuit descent preferred
- Post-secondary education in related field is an asset
- Minimum of three years of experience in:
 - supporting families or individuals.

- working with Inuit communities.
- working in a 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.