

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: Silatuniq Youth Engagement Coordinator
Posting Date April 11, 2024
Start Date: ASAP
Hours: Determinate Full-Time
Salary Range: Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Manager of Education, the Silatuniq Coordinator will develop and provide cultural information, education, and support to schools, students, and parents in promoting the re-engagement of students in Elementary and Secondary schools or employment success. Support the mentorship of our Youth Mentor and the Inuit Youth Counsel.

KEY DUTIES AND RESPONSIBILITIES

- Supervise Student Support Services Worker in the delivery of all aspects of student and parental support services and advocating for the learning needs of Inuit students
- Supervise Youth Mentor in the delivery of all aspects of student and parental support services and advocating for the learning needs of Inuit students
- Schedule Silatuniq Program re-engagement presentations with community, partners, and stakeholders
- Schedule Youth Mentors cultural activities in the school that need cultural support
- Collaborate with other programs within the Education Department and the agency
- Present Silatuniq re-engagement presentations
- Coordinate and promote cultural resource library
- Provide leadership and supervision of direct reports (Student Support Worker and Youth Mentor)
- Coordinate delivery of information, resources, and support to school staff to increase cultural competency
- Increase cultural knowledge of learners and educators within Eastern Ontario
- Write program reports and conduct program evaluations
- Adhere to and promote the mandate and mission of the Inuuqatigiit

- Promote the Silatuniq program within the community and develop appropriate promotional and information resources
- Represent Inuuqatigiit Centre at meetings, presentations, and conferences with stakeholders including partner agencies, funders, and government
- Engage with various agencies and stakeholders to strengthen outcomes for Inuit students
- Support the hiring process for Silatuniq program staff in keeping with Inuuqatigiit policies and procedures
- Work with project/program staff and support them in meeting all their program deliverables
- Provide regular feedback, acknowledge success and the need for improvement
- Work with the Manager of Education to oversee the process for annual performance reviews and address ineffective performance
- Develop funding proposals in collaboration with the Manager of Education, Director of Programs, Finance, and Administration
- Supervise client outcome data and complete required reporting
- Oversee maintenance of student charts/notes in a secure and confidential manner
- Advise Education Manager of any issues arising
- Provide funder-required reports to the Manager of Education as required in a timely fashion.
- Coordinate case conferencing and required follow-up
- Monitor the Silatuniq budgets and track expenditures
- Complete all administrative tasks required to fulfill funder requirements
- Provide cultural information, resources, and support to school board staff to increase cultural competency.
- Develop and deliver cultural presentations that meet the learning outcomes of students
- Liaise with schools' boards to advocate for the learning needs of Inuit students
- Promote the Silatuniq program within the community and develop appropriate promotional and information resources

ACCOUNTABILITY

- Accountable for the effective and efficient coordination of Silatuniq programs and services in keeping with partner and funding agreements
- Accountable for coordinating human and financial resources in an effective manner

WORKING RELATIONSHIPS

- Develop supportive and professional rapport with Elementary and Secondary school teachers, key partners, and program staff
- Develop positive relationships with program staff and participants
- Demonstrate courteous rapport with children, staff, and guests at Inuuqatigiit Centre

- Act as a role model to promote professional values and ethics within Inuuqatigiit Centre
- Assume leadership role for all aspects of Silatuniq programs and services
- Create atmosphere of teamwork and act as a role model in motivating staff.
- Participate as a member of Inuuqatigiit Centre Education Department team in providing services to Inuit children and youth e.g. camps, outreach, etc
- Assist in the planning, organization, and delivery of Inuuqatigiit Centre and community events (e.g. Inuit Day, AGM, etc.)
- Communicate regularly with partners, funders, and other stakeholders
- Participate in developing funding proposals for ongoing Silatuniq Programs and services
- Liaise with other service providers, programs, and professionals in the community to facilitate referrals and maintain effective linkages
- Ensure timely responses to requests for presentations
- Participate in professional development opportunities as recommended/required by Inuuqatigiit Education Manager
- Provide constructive on-the-job training and development to support staff.

ENVIRONMENTAL FACTORS

- Adhere to all deadlines e.g. annual reports, funder reports, proposal submissions
- Support staff in respecting and adhering to deadlines related to their positions.
- Demonstrate stress resistance and stamina in the management Inuuqatigiit Centre Silatuniq programs and services
- Demonstrate mental effort to deal with stress related to safety and security of program participants and program delivery
- Regular physical activity associated with classroom presentations
- Physical ability to access multi-story building
- Work regular and consistent weekly hours of work
- May be required to work evening and weekend hours for programming and community events
- Additional hours on occasion to meet deadlines and ensure delivery of high-quality programs and services
- Ensure personal safety precautions are observed at all times
- Strong knowledge of Inuit culture and community

QUALIFICATIONS

- Inuit descent preferred
- Experience working with Inuit or Indigenous communities
- Post-secondary education in related field
- Previous experience facilitating groups and/or doing presentations for stakeholders
- Experience in project coordination, outreach, program delivery, and quality assurance

KNOWLEDGE AND SKILLS

- Fluency in Inuktitut an asset
- Knowledge of the needs of Inuit children and families
- Knowledge of Inuit and non-Inuit community services and supports
- Ability to communicate effectively orally and in writing in English
- Ability to work independently and in a collaborative staff team environment
- Ability to operate computer systems and relevant software
- Strong organizational, program planning, evaluation, fiscal management, and problem-solving skills
- Effective workshop development, facilitation, and presentation skills
- Ability to respond effectively in crisis situations
- Ability to function effectively in a high-stress, high-noise environment
- Enthusiasm, flexibility, dedication, and commitment to children, youth, and families

CONDITIONS OF EMPLOYMENT

- TB Test if applicable and other immunizations up to date
- Medical certification of good health.
- Police Record Check required in keeping with OICC Personnel Policies and Procedures
- CPR / First Aid Certification (or willingness to become certified)

Please apply with a cover letter and up-to-date resume to: Human Resources Department, at jobs@inuugatiit.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 for this position. Only those applicants selected for an interview will be contacted.