

INTERNAL/EXTERNAL POSTING



Inuuqatigiit Centre for Inuit Children, Youth & Families is a multi-service non-profit organization serving Inuit children, 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 #	2024-23
Position:	Silatuniq Student Support Services Worker
Posting Date	May 2, 2024
Start Date:	ASAP
Hours:	Full-Time Determinate ending March 31, 2025
Salary Range:	Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Manager of Education, the Student Support Services Worker's (SSSW) direct supervisor will be the Silatuniq Coordinator. The SSSW will develop trusting relationships with students, parents, and community partners. Provide social-emotional wellbeing and case management support. The SSSW will provide support to community members in schools, in community, and in providing cultural information to community partners. The SSSW will develop a student success plan for elementary and secondary students.

KEY DUTIES AND RESPONSIBILITIES

- Provide information and referrals to families needing additional support for students' success in school or the workforce.
- Provide responsive and inclusive support services to parents and students including school registration, school integration, appointment accompaniment, supportive counseling, and assistance with communication and life skills.
- Provide information and orientation to parents regarding the educational system, the rights of parents/students, roles, and responsibilities.
- Encourage/facilitate parent/student engagement in school-related activities.
- Advocate for the cultural and community needs of parents and students.
- Refer students and families to appropriate services as required.
- Liaise with schools to advocate for the learning needs of Inuit students.
- Work in conjunction with schools and families in the development of IEPs, as appropriate.
- Support with creating a student success plan.
- Promote the Silatuniq Program as well as encourage youth to join the Education Department Youth Counsel.
- Represent Inuuqatigiit at meetings and presentations with stakeholders e.g.

school boards;

- Engage with various agencies and stakeholders to strengthen outcomes for Inuit students.
- Gather client outcome data and complete required narrative reporting when requested.
- Maintain case files and case notes in a secure and confidential manner.
- Advise supervisor of any issues arising.
- Participate in case conferencing and required follow-up
- Adhere to and promote the mandate and mission of Inuuqatigiit.
- Be able to manage a caseload of clients.

ACCOUNTABILITY

- Accountable for the effective and efficient coordination of Student Support worker services in keeping with partner and funding agreements.
- 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.

WORKING RELATIONSHIPS

- Develop supportive and professional rapport with elementary and secondary school teachers, coworkers, and supervisors.

LEADERSHIP

- Act as a role model to promote professional values and ethics within Inuuqatigiit and in the community.

EXTERNAL COMMUNICATIONS

- Communicate with partners such as school boards and external partners.
- Coordinate and conduct tours of Inuuqatigiit when required
- Liaise with other service providers, programs, and professionals in the community to facilitate referrals and maintain effective linkages.

ENVIRONMENTAL FACTORS

- Must demonstrate stress resistance and stamina in the coordination of the Inuuqatigiit Educational Hub Student Support Worker.
- Travel to schools.
- Physical ability to access multi-story building
- Ensure personal safety precautions are observed at all times.

SKILLS AND KNOWLEDGE

- Post-secondary education in a related field.
- Experience in project coordination, outreach, program delivery, and quality

assurance.

- Excellent ability in managing caseload,
- Knowledge of the needs of Inuit youth and families.
- Knowledge of Inuit and non-Inuit community services and supports.
- Ability to work independently and to multi-task.
- Ability to operate computer systems and relevant software.
- Strong organizational, program planning, evaluation, and problem-solving skills.
- Ability to respond effectively in crisis situations
- Ability to work in a collaborative staff team environment.

QUALIFICATIONS AND REQUIREMENTS

- Inuit descent preferred.
- Strong knowledge of Inuit culture and community.
- Written and spoken fluency in Inuktitut is an asset.
- Knowledge of the needs of Inuit children and families.
- Experience working with Inuit or Indigenous communities preferred.
- Ability to communicate effectively orally and in writing in English.

CONDITIONS OF EMPLOYMENT

- TB Test and other immunizations up to date.
- Medical certification of good health and fitness to work.
- Police Record Check required in keeping with policies and procedures.
- CPR / First Aid Certification (or willingness to become certified).
- Proof of COVID Vaccinations– two doses and Booster.

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