

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: Student Support Services Worker - Canada Summer Jobs
Hours: 37.5 hours – Monday-Friday 8:30 a.m. – 4:30 p.m. with occasional evening and weekend hours required
Salary Range: \$20.00 per hour

POSITION SUMMARY

Under the supervision of the Manager of Education. The Student Support Services Worker direct supervisor will be the Silatunig Coordinator. The SSSW will develop trusting relationships with students, parents, and community partners. The SSSW will also provide support to community members in schools and in the community. The SSSW will provide cultural information to community partners.

KEY DUTIES AND RESPONSIBILITIES

- Provide information and referrals to families needing additional supports 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 counselling, 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.
- Assist in referring students and families to appropriate services as required.
- Promote the Silatunig Program as well encourage youth to join the Education Department Youth Counsel.
- Engage with various agencies and stakeholders to strengthen outcomes for Inuit students.
- Gather client outcome data and complete required narrative reporting when requested .
- Advise supervisor of any issues arising.
- Participate in case conferencing and required follow-up; and
- Adhere to and promote the mandate and mission of Inuuqatigiit.

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; and
- 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.
- Develop supportive and professional rapport with coworkers and supervisors.

LEADERSHIP

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

- Communicate with partners such as school boards and external partners.
- Coordinate and conduct tours of Inuuqatigiit when required; and
- 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; and
- Ensure personal safety precautions are observed at all times.

SKILLS AND KNOWLEDGE

- Post-secondary education in related field.
- Experience in project coordination, outreach, program delivery and quality assurance
- 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; and
- Ability to work in a collaborative staff team environment.

QUALIFICATIONS & REQUIREMENTS

- Inuit descent preferred.
- Must meet eligibility requirements for Canada Summer Jobs
- Strong knowledge of Inuit culture and community.
- Written and spoken fluency in Inuktitut 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.
- Current Police Record check - Vulnerable Sector Check required in keeping with Inuuqatigiit Personnel Policies & Procedures.
- Medical certification of good health and fitness to work.
- Negative COVID-19 test; Proof of COVID-19 vaccine (Dose 1 & 2) TB Test if applicable and other immunizations up-to-date; and
- CPR / First Aid Certification (or willingness to become certified)

Please apply with you current resume to: The Human Resources department via:
jobs@inuugatigiit.ca

- ***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.***
- ***This position is dependent upon funding approval.***