

INTERNAL/EXTERNAL POSTING



Inuuqatigiit Centre for Inuit Children, Youth and Families is a multi-service non-profit organization serving Inuit children, youth, and their families. We are 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- 125

Position: Child Welfare Liaison Worker

Hours: Full-Time Indeterminate - 37.5 hours per week

Salary Range: Inuuqatigiit Centre offers a competitive wage and benefit package.

POSITION SUMMARY

Under the supervision of the Family Well-Being Manager, the Child Welfare Liaison Worker assists families who are involved with child welfare organizations, and/or the Children's Aid Society to provide guidance and information to parents regarding the process, their rights, and responsibilities. This position functions outside of the provincial, child-welfare services and is directly located within Inuuqatigiit Centre as an advocate and support service for the well-being of Inuit children and their families.

KEY DUTIES AND RESPONSIBILITIES

- Plan and implement effective outreach strategies to existing and prospective parents through ongoing communications with community, agencies and parents e.g. bulletin board, monthly calendars, newsletters, flyers, call-arounds.
- Plan and deliver safe and culturally appropriate family/community events and activities on a regular basis based on needs and interests of families.
- Identify and report on concerns and issues related to parental engagement to Manager of FWB.
- Resolve issues that arise in delivery of parental engagement programming.
- Plan and purchase supplies for parent/community programs and activities including food.
- Provide transportation assistance to parents
- In collaboration with FWBp Manager, engage community members to support program implementation and uptake
- Plan and deliver community-based programs and safe spaces based on Inuuqatigiit's FWB model
- Provide individual support to clients who have experienced violence
- Provide crisis intervention to families and individuals as needed including after hours' support, home visits and emergency food cards as required
- Provide responsive and inclusive support services to parents and families including appointment accompaniment, home visits, referrals, crisis intervention, supportive counselling and assistance with CAS processes and protocols
- Provide after-hours crisis support

- Provide system navigation to clients
- Liaise with local CAS to advocate for culturally safe service
- Liaise with service providers to ensure appropriate referrals, system navigation and advocacy
- Actively participate in case management meetings and required follow up
- Engage clients in safety planning as needed
- Regularly participate in supervision meetings with the FWB Manager
- Participate in CAS Circle of Care process when requested by parent
- Participate in monthly case management meetings with CAS
- Refer parents/families 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
- Maintain thorough, orderly and confidential administrative tasks required by funder and Inuuqatigiit, e.g. daily contacts, referrals, client files
- Meet all tracking, evaluation and reporting requirements of funder and Inuuqatigiit (client notes, attendance, maintaining project statistics, meeting project targets, creating surveys, completing Incident/Accident reports)
- Input client notes into an agency database
- Othes duties as required by the manager

WORKING RELATIONSHIPS

- Develop and maintain positive and professional relationships with co-workers, children, and families;
- Develop supportive and professional rapport with Inuuqatigiit Centre staff;
- Participate in problem-solving and conflict resolution when required; and
- Foster positive relationships with participants using well known elements of relationship buildings (e.g. attentive listening, empathy, non-judgmental, etc.); and
- Act as a positive role model within Inuuqatigiit Centre and to children and youth.

WORKING CONDITIONS

- Work regular and consistent weekly hours of work
- Work evenings and weekends to provide after hours crisis supports
- Required to work some evenings related to delivery of parent engagement activities
- Additional hours on occasion to meet deadlines and ensure delivery of high quality programs and services

KNOWLEDGE AND SKILLS

- Written and spoken fluency in Inuktitut is a strong asset;
- Positive attitude towards working with children;
- Ability to communicate effectively orally;
- Ability to function effectively in a high-stress, high-noise environment;
- Ability to respond effectively in crisis situation;
- Ability to work in a collaborative staff team environment; and
- Knowledge of COVID-19 policies.

QUALIFICATIONS & REQUIREMENTS

- Inuit descent preferred;
- Experience working with children and/or youth;
- Enthusiasm, flexibility, dedication, and commitment to children and/or youth;

- Knowledge of the Ottawa Inuit community;
- Experience working with Inuit or Indigenous communities preferred;
- Police Records Check-Vulnerable Sector Check required (over 18 years);
- Medical certification of good health and record of up-to-date immunizations;
- TB Test, if applicable;
- Proof of COVID-19 vaccine (Dose 1 &2); and
- First Aid/CPR Certification (or willingness to become certified).

HOW TO APPLY:

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 contact 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.

This position is dependent upon funding approval.