

## 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.

<b>Position #</b>	2024 -126
<b>Position Title</b>	BTG Student Support Services Worker
<b>Start Date</b>	ASAP
<b>Hours</b>	37.5 hours –Monday-Friday with occasional evening and weekends
<b>Position Status</b>	Full-time, determinate, Contract end date August 31 <sup>st</sup> , 2026, possibility of extension based on funding.
<b>Salary Range</b>	Inuuqatigiit Centre offers a competitive wage and benefit package

### POSITION SUMMARY

Under the supervision of the Education Manager, and direct supervisor BTG Coordinator the Student Support Services Worker is responsible for the successful delivery of all activities under the BTG Program.

### KEY DUTIES AND RESPONSIBILITIES

- Plan and deliver all aspects of BTG programming e.g., individual supports, referrals, group activities, etc.
- Develop the Annual Student Support Service Plans as required by the funder based on the needs of the participants.
- Ensure the development and implementation of a full range of programs/services as identified in the Annual Student Support Service Plan.
- Deliver safe and culturally appropriate BTG activities to youth and community and guide participants through all activities including unstructured time.
- Identify and report on concerns and issues related to the delivery of BTG programs and services to the Coordinator and Manager of Education.
- Resolve issues that arise in delivery of BTG programming.
- Monitor youth participants' safety and well-being during all activities e.g., safe environment, equipment maintenance, staff/youth ratios, head counts, safety policies, etc.

- Report any accidents/incidents to the Manager of Education immediately.
- Identify and coordinate culturally appropriate occasional staff, guest speakers, Elders and resource people for the program.
- Plan and purchase supplies for programs and activities including food.
- Monitor and model positive group management strategies to maintain participant safety and engagement in program.
- Work closely with Transportation Company to provide safe and appropriate transportation services to participants.
- Maintain thorough and orderly administrative tasks required by funder and IC, e.g., intake, database, payroll.
- Monitor the maintenance of accurate attendance records of all BTG activities and events including volunteers.
- Meet all tracking, evaluation and reporting requirements of funder and IC (attendance, maintaining project statistics, meeting project targets, creating surveys, completing Incident/Accident reports).
- Maintain secure and confidential filing system as required under the Case Audit Policy of the Ministry of Education.
- Adhere to funder requirements for the proper completion of youth/family intake, registration, case notes and discharge.
- Work with parents to conduct needs assessments of participants to develop an individual student plans.
- Engage in "one to one" counseling and support, as children and youth require.
- 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.
- Actively participate in bi - weekly case management and required follow up.
- Refer children to appropriate services as required to meet the needs of the children and to document the results of these referrals.
- Apply and monitor rigorous financial systems and financial policies of the IC.
- Report on the financial situation on a regular basis.

## **ENVIRONMENTAL FACTORS**

- Adhere to all deadlines e.g., funder reports, proposal submissions Ability to function effectively in a high stress, high noise environment.
- Demonstrate stress resistance and stamina in the management of the BTG programs and services
- Regular physical activity associated with delivering programs
- Mental effort is required to deal with stress related to safety and security of children, program delivery and communications with participants/parents

- Physical ability to access three story building
- Work regular and consistent weekly hours of work
- Required to work evenings on a regular basis related to delivery of program activities
- Represent IC at meetings, presentations and conferences with stakeholders including partner agencies, funders, and government.
- Engage with various agencies and stakeholders to strengthen BTG programs and services.
- Establish relationships that benefit the delivery of quality programs and services.
- Adhere to and promote the mandate and mission of the IC.

### **KNOWLEDGE AND SKILLS**

- Inuit descent preferred.
- Fluency in Inuktitut would be 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.
- Ability to operate computer systems and relevant software.
- Strong organizational, program planning, evaluation, fiscal management and problem-solving skills.
- Case management experiences
- Effective leadership 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 children.

### **QUALIFICATIONS & REQUIREMENTS**

- Post-secondary education in related field an asset.
- Minimum two years' experience with youth.
- Experience working with Inuit or Aboriginal communities.
- TB Test and other immunizations up to date.
- Medical certification of good health.
- Police Record Check required in keeping with IC Personnel Policies and Procedures.
- CPR / First Aid Certification (or willingness to become certified).
- Driver's license required

**Please apply with a cover letter and up-to-date resume to:** Human Resources Department, at [jobs@inuugatiit.ca](mailto: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 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.***