

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 # 2024-137
Position: Inuit Medical Health Survey Coordinator
Posting Date November 14, 2024
Start Date: ASAP
Hours: 37.5 hours per week Full-time determinate
(until March 2028)
Salary Range: Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Manager of Family Well-Being, the Inuit Health Survey Coordinator is responsible for supporting the successful development and implementation of the Inuit Health Survey (IHS) for the Ottawa-Gatineau region on behalf of Inuuqatigiit Centre, in conjunction with counterparts from across the area.

KEY DUTIES AND RESPONSIBILITIES

- The incumbent will supervise, and guide Inuuqatigiit Centre staff assigned to the IHS, and work closely with staff from the two other Inuit organisations (Akausuvik Inuit Family Health Team and TI) along with Inuit Tapiriit Kanatami, to ensure goals and objectives are met.
- Supporting the successful development and implementation of the Inuit Health Survey (IHS) for the Ottawa-Gatineau region on behalf of Inuuqatigiit Centre, in conjunction with counterparts from across the area. The incumbent will supervise, and guide Inuuqatigiit Centre staff assigned to the IHS, and work closely with staff from the two other Inuit organisations (Akausuvik Inuit Family Health Team and TI) along with Inuit Tapiriit Kanatami, to ensure goals and objectives are met.
- Oversee the planning and implementation of effective, safe and culturally appropriate outreach strategies to community

- Provide timely reports to the FWB Manager, including concerns and issues related to engagement, and updates on the general evolution of the project.
- Provide transportation assistance to clients; and
- Liaise with partner service providers to ensure appropriate referrals, system navigation and advocacy as needed.
- Actively participate in meetings and required follow up.
- Regularly participate in supervision meetings with the FWB Manager.
- Provide after-hours crisis support, as required.
- Provide responsive and inclusive support services to individuals that engage in the IHS.
- Provide support and guidance to staff engaged with participants of the HIS
- Represent Inuuqatigiit Centre at meetings with stakeholders, including partner agencies, funders, and government;
- In collaboration with FWB Manager, engage community members to support program implementation and uptake.

ENVIRONMENTAL FACTORS

- Meet all deadlines (e.g. annual reports, funder reports, newsletters, calendars, etc.).
- Demonstrate stress resistance and stamina in addressing multiple demands.
- Multi-tasking associated with delivering services; and
- Physical ability to access three story building.
Work regular and consistent weekly hours of work.
- Required to work evenings and weekends and.
- Additional hours on occasion to meet deadlines.

KNOWLEDGE AND SKILLS

- Fluency in Inuktitut would be an asset;
- Experience working with Inuit or Indigenous communities;
- Knowledge of the needs of Inuit children and families;
- Knowledge of Inuit culture and community;
- Knowledge of socioeconomic determinants of health that impact Inuit communities
- Knowledge of behaviour management strategies for children and youth;
- Knowledge of Inuit and non-Inuit community services and supports for children and youth;
- Ability to communicate effectively orally and in writing;
- Ability to operate computer systems and relevant software;
- Effective leadership skills;
- Ability to respond effectively in crisis situations;
- Ability to work in a collaborative team environment;
- Ability to function effectively in a high stress, high noise environment;
- Flexibility, enthusiasm, and commitment to children.

QUALIFICATIONS & REQUIREMENTS

- Inuit descent preferred
- Post-secondary education in related field an asset.
- Minimum of **five** years of experience in:
 - Overseeing staff
 - Supporting families or individuals
 - Working with Inuit communities
 - Working in a collaborative and family-oriented program; and.
 - Organizing and facilitating groups.
- Knowledge of the needs of Inuit children, parents 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
- Ability to respond effectively in crisis situations.

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

Inuugatigiit Centre is committed to creating a more representative workforce so it can better understand and serve the needs of our Inuit community in Ottawa.

Priority will be given to Inuit candidates.

Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.

Eligibility list may be created to fill future vacancies.

Job descriptions may be obtained by email or on the website.

Only those candidates selected for an interview will be contacted.

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