

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# 2025-140
Position Title: Student Support Work – PSE Hub
Hours: 37.5 hours – Monday-Friday, with occasional evening and weekend hours required
Start Date: As Soon As Possible
Position Status: Full-time, Determinate, Ending on November 30th, 2025
Salary Range: Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Manager of Youth Programs, and direct supervision of the PSE Hub Coordinator, the Student Support Worker works to support students accessing the PSE Program while attending post-secondary education. The Student Support Worker is responsible for supporting students with navigating funding opportunities, resources on campus, and supporting with student success with the goal of increased graduation rates for Inuit students. The worker will also work collaboratively within the PSE Hub team, supporting in the delivery of workshops, programming on campus, and program development.

KEY DUTIES AND RESPONSIBILITIES

- Provide responsive and inclusive support services to students including school registration, school integration, appointment accompaniment, supportive counselling, and assistance with communication and life skills.
- Encourage/facilitate student engagement in school related activities. This includes on campus activities and program specific opportunities.
- Advocate for the cultural and community needs of students.
- Refer students to appropriate services as required.
- Liaise with schools to advocate for the learning needs of Inuit students.
- Work in conjunction with schools on the development of culturally appropriate supports.
- Support with creating student success plans.
- Promote the PSE Hub Program within the community and develop appropriate promotional and information resources if needed.
- Support with the development of life skills through workshops and mentoring.

- Manage a case load of up to 30 clients made up of 1-1 supports and casual supports, based on student needs. This includes regular check-in meetings on campus or in the community.
- Actively participate in on campus programming that is being offered by the PSE Program.
- Actively develop and maintain case notes and client files, this includes regular check-ins with program coordinator to report on client work.
- Represent Inuuqatigiit at meetings and presentations with stakeholders e.g. post-secondary education schools and community events.
- Engage with various agencies and stakeholders to strengthen outcomes for Inuit students.
- 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 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 potential and current post secondary students.
- Develop and maintain professional relationships with post-secondary education institutions and their staff.

LEADERSHIP

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

EXTERNAL COMMUNICATIONS

- Communicate with partners such as post-secondary education institutions, funding organizations, and students.
- Coordinate and conduct tours of schools based on student need, this may include connecting with specific departments and leveraging contacts to provide more personal experience for students.
- 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 Centre's PSE Hubs Student Support Worker responsibilities.
- Travel to schools and other community locations.
- Physical ability to access multi-story building; and navigate post-secondary learning campuses.

- Ensure personal safety precautions are observed at all times.

SKILLS AND KNOWLEDGE

- Post-secondary education in related field;
- Experience in, 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; and
- Ability to work in a collaborative staff team environment.

QUALIFICATIONS & REQUIREMENTS

- Inuit descent preferred;
- 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;
- 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 a cover letter and up-to-date resume to: Human Resources Department, at jobs@inuugatigiit.ca

Inuuqatigiit 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.