

# INTERNAL/EXTERNAL POSTING



Inuuqatigiit-Centre for Inuit Children, Youth and Families is a multi service non-profit organization serving Inuit children and 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.

<b>Position #</b>	2024-135
<b>Position:</b>	Perinatal Support Worker
<b>Posting Date</b>	October 1, 2024
<b>Start Date:</b>	October 14, 2024
<b>Hours:</b>	Full-Time-37.5 hours per week occasional weekends, determinate until March 31st, 2025, with possibility of extension based on fundings
<b>Salary Range:</b>	Inuuqatigiit Centre offers a competitive wage and benefit package

## POSITION SUMMARY

Under the direct supervision of the Family Well-Being Manager, the Natjijuliriji (Perinatal Support Worker) supports expectant and new parents by providing high quality Inuit-Centered Programming, referrals to programs and resources and integrates families into our EarlyON and Inuuqatigiit Centre's services. The Perinatal Support Worker plans and delivers all aspects of the Pregnancy Circle, Baby and Me and other activities related to perinatal supports for families at Inuuqatigiit Centre.

## KEY DUTIES AND RESPONSIBILITIES

- Identify unique needs of new and expectant parents and help navigate services in an urban setting;
- Offer referrals to appropriate resources internally and externally (e.g., childcare, family support services, etc.);
- Plan and deliver weekly programming for parents
- Plan guest speakers that are responsive to the needs of the expectant and new parents;
- Provide responsive, in-community visits to meet with clients
- Support parents to attend necessary appointments related to their pregnancy or post-natal care;
- Provide support to parents during the birthing process if requested by the parent;
- Guide parents on how to prepare for a new baby in their home and advise on resources to obtain required supplies;
- Support new and expectant parents involved with the Children's Aid Society;
- Purchase and prepare healthy meals and snacks for programs;
- Work alongside the EarlyON team to plan and implement activities;
- Build partnerships and relationships internally, and externally with Indigenous health providers and other service organizations;
- Client outreach to the community to encourage participation in the program;
- Comply will all reporting requirements;

- Follow Inuuqatigiit Centre Policies;
- Maintain program equipment in good repair and share responsibility for keeping a healthy and safe program space;
- Keep an inventory of supplies, order and purchase supplies as required;
- Identify and report on concerns, issues and hazards related to the delivery of Child and Family program to the Early Years Manager;
- Maintain effective administrative systems:
- Maintain accurate client information in database;
- Meet all tracking, evaluation, and reporting requirements of funder (e.g. attendance, program statistics, project targets, survey, etc.);
- Meet regularly with the EarlyON Program Coordinator and Cultural Educator to review program and make adjustments as required; and
- Attend staff meetings and training sessions as required.
- Other duties as required

### **ACCOUNTABILITY**

- With support from the Manager of Manager of Family Well-being, accountable for completing workplans, tracking and evaluating of activities
- Accountable for the well-being of expectant parents/parents and children while at the Centre
- Working closely with the EarlyON Cultural Educator, accountable for ensuring that Inuit components are built into the Perinatal Support Worker activities
- Works closely with the EarlyON Registered Early Childhood Educator for tracking and reporting.

### **WORKING RELATIONSHIPS**

- Develop positive relationships with expectant parents, parents, and children; and
- Develop supportive and professional rapport as a representative of Inuuqatigiit Centre.

### **EXTERNAL COMMUNICATIONS**

- Communicate as required with parents about programs and activities (e.g. conversations, flyers, call arounds, etc.);
- Respond to parent inquiries and requests for specific programming (e.g. guest speakers);
- Liaise with health care professionals or other resources in supporting expectant parents/parents; and
- Support the role of Elders and resource people in sharing traditional knowledge with children/families, (e.g. Elders, resource people).

### **ENVIRONMENTAL FACTORS**

- Demonstrate stress resistance and stamina in caring for young children;
- Regular physical activity associated with program activities;
- Work regular and consistent weekly hours of work;
- Required to work occasional evening and weekend hours related to program activities and parent and community events;
- Ability to function effectively in a high stress, high noise environment;
- Mental effort is required to deal with stress related to safety and security of children, program delivery and communications with parents;
- Physical ability to access multi-story building and take care of children;
- Ensure personal safety precautions are observed at all times;

## **QUALIFICATIONS & REQUIREMENTS**

- Inuit descent preferred;
- High School education (or equivalency);
- Strong knowledge of Inuit culture and community;
- Minimum of two years experience working in a family-oriented program;
- Experience working with expectant parents;
- Experience facilitating programs;
- Good understanding and navigation skills of health systems;
- Knowledge of Inuit Qaujimajatuqangit principles, culture, and community;
- Ability to operate computer systems and relevant software.
- Ability to function effectively in a sometimes-high stress, high noise environment
- Police Record Check - Vulnerable Sector Check required;
- Medical certification of good health;
- TB Test if applicable and other immunizations up-to-date;
- Proof of COVID-19 vaccine (Dose 1 & 2); and
- CPR / First Aid Certification (or willingness to become certified)

## **HOW TO APPLY:**

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

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***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.***