

Wasa Nabin Coordinator



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 #	2025-145
Position Title	Wasa Nabin Coordinator
Posting Date	March 21,2025
Start Date	ASAP
Hours	37.5 hours – Monday-Friday, with occasional evening and weekend hours required
Position Status	Full-time, indeterminate
Salary Range	Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Education Manager, Wasa Nabin Coordinator is responsible for the successful delivery of all activities under the Wasa Nabin Program.

KEY DUTIES AND RESPONSIBILITIES

- Plan and deliver all aspects of Wasa Nabin programming e.g., individual supports, referrals, group activities, etc.
- Develop the Annual Service Plan as required by the funder based on the needs of the participants.
- Ensure the development and implementation of a full range of programs and services as identified in the Annual Service Plan
- Deliver safe and culturally appropriate Wasa Nabin 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 Wasa Nabin programs and services to the Manager of Education
- Resolve issues that arise in delivery of Wasa Nabin programming.
- 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.
- Work closely with transportation services to provide safe and appropriate transportation services to participants.

- Maintain thorough and orderly administrative tasks required by funder and Inuuqatigiit Centre, e.g., intake, database, budget.
- Maintain accurate attendance records of Wasa Nabin activities and events.
- Maintain secure and confidential filing system as required under the Case Audit Policy of the Ontario Federation of Friendship Centres
- 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 Plan of Action
- Engage in “one to one” counseling and support, as children require.
- Able to manage caseload of effectively and seek support when needed
- 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 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.
- Plan and control Wasa Nabin budget and work closely with Education Manager and Administration.
- Apply and monitor rigorous financial systems and financial policies of the IC.

ACCOUNTABILITY

- Accountable for the effective and efficient management of Wasa Nabin programs and services in keeping with funding agreements.
- Accountable for the safety and security of participants in Wasa Nabin activities
- Accountable to support families of participants as required

WORKING CONDITIONS

- Demonstrate stress resistance and stamina in the management of the Wasa Nabin 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.

SKILLS AND KNOWLEDGE

- Post-secondary education in related field of social services
- 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
- Proficiency in operating computer systems and relevant software
- Strong organizational, program planning, evaluation and problem-solving skills
- Ability to respond effectively in crisis situations
- Ability to work in a collaborative staff team environment

QUALIFICATIONS & REQUIREMENTS

- Criminal Reference Check for the Vulnerable Sector Check required, in keeping with Inuuqatigiit policies and procedures
 - Medical certification of good health and fitness to work
 - Proof of COVID-19 vaccine (Dose 1 & 2) and booster
 - TB Test if applicable and other immunizations up to date
 - CPR / First Aid Certification (or willingness to become certified)
 - Valid driver's license and access to a vehicle
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Please apply with a cover letter and up-to-date resume to jobs@inuuqatigiit.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.