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 #	2026-187
Position Title	Elder Support Worker
Posting Date	April 22,2026
Hours	Full time
Position Status	Determinate effective until March 31, 2027
Salary Range	Starting salary of $49,750.00 annually, plus benefits

POSITION SUMMARY

Under the supervision of the Manager of Family Well-Being, the Elders Support Worker plans and delivers community-based cultural programming, engages and supports Inuit Elders using a holistic approach and ensures safe spaces for clients in compliance with the current wise practices, relevant legislation and Inuuqatigiit Centre policies and procedures.

KEY DUTIES AND RESPONSIBILITIES

- Oversee the planning and implementation of effective outreach strategies to existing and prospective Elder clients through ongoing communications
- Oversee the planning and delivery of safe, culturally appropriate and consistent Elder/ community programming and activities
- Develop and maintain a list of Elders interested in supporting internal and external programs, and facilitate the coordination of Elders supporting programs
- Identify and report on concerns and issues related to Elders engagement to Manager of FWB
- Resolve issues that arise in delivery of Elders engagement programming
- Plan and purchase supplies for Elders programs and activities, including food
- Provide transportation assistance to Elders
- Other duties as needed by the manager

- Plan and deliver community-based activities for Elders based on the Inuuqatigiit Centre FWB model
- Liaise with service providers to ensure appropriate referrals, system navigation and advocacy
- Provide consistent check-ins with Elders weekly
- Offer support to Elders for challenges with their day-to-day or occasional needs
- Actively participate in case management meetings and required follow up
- Regularly participate in supervision meetings with the FWB Manager
- Oversee and participate in the facilitation of Elders Committee meetings
- Provide responsive and inclusive support services to Elders
- Oversee referrals for Elders to engage in appropriate services as required and document the results of these referrals; and
- Seek out opportunities for peer or other support as appropriate in preventing and coping with the effects of vicarious trauma.
- Implement a team approach to planning community-based programming and safe spaces
- Provide information to the FWB Manager for the purpose of local program progress tracking and evaluation
- Adhere to the FWB mandate and workplan.
- Represent Inuuqatigiit Centre at meetings, presentations and conferences with stakeholders including partner agencies, funders, and government
- Liaise with landlords, OW/ODSP and other agencies that affect Elder wellness
- Engage with various agencies and stakeholders to strengthen engagement programs and services.
- Represent Inuuqatigiit Centre at meetings, presentations and conferences with stakeholders including partner agencies, funders, and government
- Liaise with landlords, OW/ODSP and other agencies that affect Elder wellness
- Engage with various agencies and stakeholders to strengthen engagement programs and services.
- Oversee and maintain the program budget
- Responsible for preparing programming schedule
- With the support of the Manager of Family Well-being, liaise with IC Finance department to ensure timely payment of invoices
- Maintain thorough, orderly, and confidential administrative tasks required by funder and Inuuqatigiit Centre (e.g. daily contacts, referrals, client files)

- Document program attendance and client support case notes in the database
- Maintain accurate attendance records of all Elder activities and events
- Meet all tracking, evaluation, and reporting requirements of funder and Inuuqatigiit Centre (client notes, attendance, maintaining project

QUALIFICATIONS & REQUIREMENTS

- Inuit Descent required
- Post secondary education in a related field
- Minimum of one year of experience:
    - Supporting elders
    - Working with intuit communities
    - Working with family oriented program

Skills and Knowledge

- Fluency in Inuktitut required
- Knowledge of the needs of Inuit Elders
- 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
- Ability to work in a collaborative staff team environment
- Ability to function effectively in a high stress, high noise environment and Enthusiasm, flexibility, dedication, and commitment to Elders and Inuuqatigiit Centre
- Strong interpersonal and communication skills and the ability to work effectively with children, youth, community members, fellow employees, and staff at Inuuqatigiit and other partner agencies
- Ability to function effectively in a high stress, high noise environment
- Ability to operate computer systems and relevant software.
- Enthusiasm, flexibility, dedication and commitment to children
- Medical certification of good health
- Police Record Check required in keeping with Inuuqatigiit Centre Personnel Policies and Procedures
- Driver’s License an asset
- Ability to handle difficult and painful emotional situations and establish healthy boundaries, understands the importance of and practices work life balance

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

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.

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodation, please contact the HR Department through the 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.

Only those applicants selected for an interview will be contacted. This position is dependent upon funding approval.

We do not use automated or AI- based systems to screen candidates. All applications are assessed by qualified hiring professionals.

We thank all who apply to this position.