(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#	2026-201
Position Title	Inuit Medical Health Survey Coordinator
Start Date	ASAP
Hours	37.5 hours/week
Position Status	Replacement, Full-time, determinate (ending March 31, 2027)
Salary Range	Starting salary of $53,000.00 plus benefits

JOB DESCRIPTION

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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. 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.

KEY DUTIES AND RESPONSIBILITIES

- Contribute to the development of regional survey implementation work plans, survey delivery and data collection mechanisms and logistics, and evaluation plans.
- Provide feedback on the survey based on culturally relevant experiences and Inuuqatigiit Centre's priorities.
- Regularly update, report and communicate to the Qanuippitaa? National Inuit Health Survey Working Group (QNISH) Technical Sub-committee on IC activities in the Ottawa Region.
- Review and respond to emails.
- Oversee Inuuqatigiit Centre team members with all project related activities.
- 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
- Resolve issues that arise in delivery of the IHS

- Plan and purchase supplies to support delivery of the IHS
- Provide transportation assistance to clients; and
- In collaboration with FWB Manager, engage community members to support program implementation and uptake.
- Oversee and support in the planning and delivery of the IHS.
- 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 IHS
- Implement a team approach to support the planning of community-based programming and safe spaces.
- Assist and support staff when needed.
- Adhere to the FWB mandate and work-plan.
- Represent Inuuqatigiit Centre at meetings with stakeholders, including partner agencies, funders, and government

ACCOUNTABILITY

- Accountable for the safety and security of clients participating in the IHS
- Accountable to support the successful engagement of Inuit clients
- Accountable to Inuit Tapiriit Kanatami for the ethical delivery of supports and services
- Accountable for distribution of funds while adhering to budget

WORKING RELATIONSHIPS

- Develop supportive and professional rapport with Inuuqatigiit Centre staff.
- Participate in conflict resolution when required.
- Develop positive relationships with colleagues, Inuit parents, children, and youth; and
- Provide emotional support and encouragement to parents.
- Act as a positive role model to promote professional values and ethics within Inuuqatigiit Centre.
- Assume leadership role for all aspects of engagements and support activities and services including emergency situations
- Provide trauma-informed guidance and support to staff; and
- Demonstrate autonomy and initiative.
- Actively participate as member of FWB team.
- Oversee the planning, organization, and delivery of programming for FWB; and
- Participate in Inuuqatigiit Centre community events.
- Communicate with parents on a regular basis (e.g. flyers, promotion of community supports)
- Foster strong community engagement (e.g. Elders, resource people); and
- Liaise with other service providers, programs, and professionals in the community to facilitate referrals and maintain effective linkage and referral protocols.
- In relation to the priorities of the over-arching FWB program, attend training and participate in at least one self-identified professional development opportunity per year.

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
- 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
- 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

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.

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

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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.