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.

Position # 2026-200
Position: Social-Cultural Navigator
Posting Date September 28, 2026
Start Date: ASAP
Hours: Full-Time determinant to March 31, 2027
Salary Range: Starting at $49,750.00 plus benefits

POSITION SUMMARY

Under the supervision of the Manager of Family Well-Being, the Social/Cultural Navigator provides support, referrals, advocacy and programming for vulnerable Inuit children, youth, their families and caregivers. Services are provided to those who reside in Nunavut but are receiving medical services in Ottawa, as well as to other vulnerable children and youth, including those. The Social/Cultural Navigator will help ensure access to cultural, social and other needed supports that contribute to their well-being.

KEY DUTIES AND RESPONSIBILITIES

- Provide culturally grounded social support to vulnerable Inuit children and youth, including Nunavut residents receiving medical services in Ottawa;
- Assess needs and coordinate programming, case management, referrals and advocacy for children, youth, families and caregivers;
- Develop navigation plans with clients and caregivers to improve access to coordinated services;
- Participate in case conferences and follow up with service providers to support culturally appropriate plans of care;
- Plan and deliver cultural and social activities for Inuit children, youth, families and caregivers;
- Promote Inuit culture, language, values and traditions to strengthen well-being and community connection;
- Deliver or support cultural awareness education for service providers;
- Provide strengths-based, trauma-informed support that encourages parents and caregivers to participate in children's care;
- Maintain accurate, confidential case notes and service records in the electronic database;
- Perform other duties as assigned by the Manager.

ACCOUNTABILITY

- Ensure participant safety and provide responsive support to children, youth, parents and caregivers.
- Deliver services efficiently and in accordance with stakeholder and funding requirements.

WORKING RELATIONSHIPS

- Build professional, collaborative relationships with clients, colleagues and partner agencies.
- Support conflict resolution when required.

EXTERNAL COMMUNICATIONS

- Communicate with families about referrals, services and client progress.
- Coordinate with internal and external partners using appropriate referral protocols.
- Support community outreach, education and awareness of Inuit issues.

WORKING CONDITIONS

- Work a regular schedule, with occasional evenings, weekends or additional hours to meet client and program needs.

KNOWLEDGE AND SKILLS

- Knowledge of Inuit children's and families' needs and relevant community services in Ottawa;
- Strong oral and written communication, organization, program planning and problem-solving skills;
- Proficiency with computers and relevant software;
- Ability to work collaboratively and respond effectively in high-stress or crisis situations.

QUALIFICATIONS AND REQUIREMENTS

- Inuit descent required; fluency in Inuktitut is an asset;
- Diploma or training in social services or a related field;
- At least two years of experience supporting vulnerable children and youth, including clients with complex health or mental health needs;
- Experience delivering programs, making referrals, navigating services and advocating for clients;
- Mental Health First Aid, ASIST training, a driver's licence and access to a vehicle are assets.

CONDITIONS OF EMPLOYMENT

- Negative COVID-19 test;
- TB Test, if applicable, and other immunizations up-to-date;
- Medical certification of good health;
- Vulnerable Sector Check required in keeping with Inuuqatigiit Centre Personnel Policies and Procedures;
- CPR / First Aid Certification (or willingness to become certified);
- Ontario Driver's License and access to a reliable vehicle is an asset; and 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 accommodation is 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.

We thank all those who applied