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 #	2026-198
Position Title	Visitation Program Assistant
Posting Date	September 28, 2026
Hours	Full-time -37.5 hours
Position Status	New Position**-** 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 (FWB), the Visitation Program Assistant Worker supports the delivery of community-based programming for families involved with the Children's Aid Society, engages and supports parents using a holistic and family-centred 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

- Plan and implement effective outreach strategies to existing and new families through on-going communications with community and agencies
- Plan and deliver developmentally appropriate activities for children and their families when participating in access visits
- Ensure safe and culturally appropriate visits for Inuit children and their families
- Support the planning and implementation of family/community events and activities
- Identify and report on concerns and issues related to parental engagement to Manager of FWB
- Resolve issues that arise in delivery of programming and support to parents
- Plan and purchase supplies for programs and activities, including food

- In collaboration with FWB Program Manager, engage community members to support program implementation and uptake.
- Plan and deliver community-based services and safe spaces based on the Inuuqatigiit Centre FWB model
- Plan and facilitate community visitation for families involved with the Children's Aid Society (CAS) in a supportive, trauma-informed and culturally safe manner
- Liaise with workers from CAS, Inuuqatigiit Centre and partner organizations to ensure the seamless and supportive planning of access visits
- Assist in the planning of transportation associated with CAS visits and communicate with drivers as needed
- Support the delivery of visits for Inuit children where custody or adoption may be a factor
- Actively participate in case management meetings and required follow up
- Regularly participate in supervision meetings with the FWB Manager; and
- Support the facilitation of prevention activities (e.g evening/weekend programming)
- Implement a team approach to planning community-based programming and safe spaces e.g. land-based family camp, monthly family activities, CAS access visits
- Provide information to the FWB Program Manager for the purpose of local program progress tracking and evaluation; and
- Adhere to the FWB mandate and workplan
- Engage with various agencies and stakeholders to strengthen family support and engagement programs and services

QUALIFICATIONS & REQUIREMENTS

- Inuit descent preferred
- Post secondary education in a related field an asset
- Minimum of one year of experience in:
- Supporting families or individuals
- Working with Inuit communities
- Working in a family oriented program
- Organizing and facilitating groups
- Medical certification of good health
- Police Record Check – Vulnerable Sector required in keeping with Inuuqatigiit Centre Personnel Policies and Procedures
- Driver's License required

SKILLS AND KNOWLEDGE

- Fluency in Inuktitut would be an asset
- Knowledge of the needs of Inuit children, parents & families
- Knowledge of Inuit and non-Inuit community services and supports
- Ability to communicate effectively orally and in writing In English
- Ability to operate computer systems and relevant software
- Strong organizational, program planning, 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
- Enthusiasm, flexibility, dedication and commitment to children

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.