Kivalliq Inuit Association
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ᑎᑎᕆᑲᕆᕆᕐᓚ P.O. Box 340
ᑲᖏᕐᓂᔪᓐᓇᖅ, ᓄᓇᕗᑦ Rankin Inlet, Nunavut
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EMPLOYMENT OPPORTUNITY

Child First Initiative Coordinator

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Arviat

ᖃᒪᓕᕐᑐᐊᖅ
Baker Lake

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Chesterfield Inlet

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Coral Harbour

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Naujaat

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Rankin Inlet

ᑎᑭᖏᓪᓗᐊᖅ
Whale Cove

Under the supervision of the Manager, Inuit Programs and Services, the Inuit Child First Initiative (CFI) ensures all Inuit children have access to the essential government funded health, social and educational products, services and supports they need. The CFI Coordinator is responsible for the identification, acquisition, and coordination of services for children and families who require services in accordance with the Inuit specific Child First Initiative funded by the Department of Indigenous Services Canada. With minimal direction from the Inuit Programs and Services Manager, the incumbent works to ensure culturally relevant, safe, and equitable access to services and to identify service gaps and mobilize resolutions, procurement, and communications.

Key duties and responsibilities

The CFI will manage individual and group case files, perform data collection and reporting; prepare and document the needs and services for children who are in need; assist families to complete and submit applications for funding; meet with service providers and other stakeholders to ensure children's needs are met; work collaboratively with KIA staff and external agencies and other organizations to ensure that all financial claims related to CFI are processed and managed according to KIA policy and procedures; provide information sessions/community forums on CFI; analyze and identify gaps related to children's needs and services; promote, support, and maintain effective working relations with the Kivalliq Region; actively participate in staff meetings, training events, planning, and working groups and other KIA initiatives.

Knowledge, skills, and abilities

- Fluent in English; written and oral is required;
- Knowledge of Inuit culture, values, Inuit Qaujimajatuqangit and traditional practices;
- Knowledge of Canadian Human Rights Tribunal and Jordan's Principle, and The Inuit Child First Initiative;
- Knowledge of Inuit land claim organizations and governance structures;
- Knowledge of Nunavut's Child, Youth and Family Services Act;
- Knowledge of the supports and services available to children, youth, and families in Nunavut;
- Excellent interpersonal and communications skills;
- Ability to work within a highly structured process environment;
- Ability to use computers for word processing, publication, data collection, e-mail, and internet;
- Highly organized and able to maintain accurate, secure, and up-to-date records;
- Ability to maintain confidentiality and ensure client privacy;
- Ability to work occasional evenings and weekends as required;

The successful candidate will have a Post-Secondary Degree/Diploma in Social Work, Child Welfare, Human Services or a related field. A minimum two (2) years of relevant experience will be required. Experience in Nunavut and working with Inuit is preferred and experience with Inuit cultural activities, social values is an asset. A suitable combination of relevant education and experience may also be considered.

Starting Salary is commensurate with qualifications including Northern and Housing allowance. Kivalliq Inuit Association offers a comprehensive benefits package including an employee pension plan, group insurance and vacation travel assistance. This position is located in Rankin Inlet, NU and Housing is not available.

Beneficiaries of the Nunavut Land Claims Agreement will receive full consideration and priority.

CLOSING DATE IS NOVEMBER 26, 2021 AT 11:59 PM CST

PLEASE SUBMIT YOUR RÉSUMÉ TO DEPARTMENT OF HUMAN RESOURCES

Email: kivia@kivalliqinuit.ca |Phone: Toll free 1-800-220-6581 or 867-645-5765