



**Ottawa Inuit
Children's
Centre**

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THE OTTAWA INUIT CHILDREN'S CENTRE

JOB POSTING SIVUMMUT FAMILY SUPPORT WORKER

The Ottawa Inuit Children's Centre is a non-profit, community-based organization dedicated to providing Inuit children with a learning environment that will enhance their overall development; fostering positive parenting through support and education; and promoting the retention of the Inuit culture and language. The OICC is responsible for the operation and delivery of the Sivummut Head Start, a half-day preschool program for Inuit children funded through Health Canada's Aboriginal Head Start Initiative.

Position: Family Support Worker

Hours: 35 – 40 hours/week

Start Date: June 3, 2013

Key Duties/Responsibilities:

Under the direct supervision of the Sivummut Coordinator, the Sivummut Family Support Worker applies a team approach to implement the parental involvement and social support components of the Sivummut Head Start.

- Plan, organize and supervise all aspects of parental involvement in the Head Start program.
- Plan and implement outreach/recruitment strategies for the Sivummut Head Start program in accordance with its mandate.
- Conduct enrollment and registration procedures for the Sivummut Head Start program.
- Produce a monthly calendar for families.
- Communicate with parents on regular bases.
- Support families that are in a crisis situation.
- Conduct home visits on occasion.
- Maintain confidential client files and participate in case management meetings.
- Provide parent involvement and education activities that are responsive to the ongoing and expressed needs of the parents and guardians.

- Coordinate parenting workshops.
- Provide information and support for parents; respond to parent requests for support, information and referral on an ongoing basis.
- Liaise with other service providers, programs and professionals in the community to facilitate referrals and maintain effective linkages.
- Advocate for the needs of Inuit children and families.

Qualifications:

- Inuit descent strongly preferred.
- Fluency in Inuktitut a strong asset.
- Knowledge of Inuit culture, values and traditions.
- General knowledge of the needs of Inuit children and families in an urban setting.
- Knowledge of existing Inuit and non-Inuit social/family services and supports.
- One year experience working with preschool age children and families.
- One year experience working with Inuit or Aboriginal communities.
- Experience supporting parents in crisis.
- Previous experience working in a family-oriented program.
- Previous experience organizing and facilitating groups.
- Excellent interpersonal and communications skills.
- Excellent computer skills.
- Ability to work under stress and tight time deadlines.
- Valid Driver's License and access to licensed vehicle an asset.
- First Aid/CPR Certificate (or willingness to become certified) required.
- Successful candidate must pass a criminal reference check.

Please apply by 5:00 p.m. on May 17, 2013 to:

Janice Messam
 The Ottawa Inuit Children's Centre
 230 McArthur Avenue
 Ottawa, ON K1L 6P5 Fax to: (613) 744-7629 or
 e-mail to: jmessam@ottawainuitchildrens.com

We thank all who apply for this position. Only those applicants selected for an interview will be contacted.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

This position is dependent upon funding approval.