

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 #	2024-38
Position:	Legal Support Program Coordinator – Justice Program
Posting Date	May 5, 2024
Start Date:	ASAP
Hours:	Full-Time Determinate ending January 7, 2025
Salary Range:	Inuuqatigiit Centre offers a competitive wage and benefit package

POSITION SUMMARY

Under the supervision of the Manager of Community Initiatives and Mental Health, the Program Coordinator works in collaboration with the Manager of the Pisiksik Justice Department of Tungasuvvingat Inuit to support inter-agency collaboration, collect data, and report between the two agencies in providing services to Inuit community members involved in the justice system. The Project Coordinator is responsible for overseeing, implementing, and supporting the day-to-day activities of the Legal System Navigators. This role is also responsible for creating and disseminating educational content and building partnerships that can benefit Inuit by removing barriers to understanding of Canadian Legal systems (including criminal, human rights, and family law) and enhancing cultural competency for those interacting with Inuit.

KEY DUTIES AND RESPONSIBILITIES

- Ensures that the project aligns with Inuit Qaujimajatuqangit Principles (IQ)
- Oversees, supervises and supports the work of the Justice System Navigators in managing client referrals, supporting work plans, and implementing a direct service delivery model.
- Creates and maintains documents, databases, and tracks client participation and progress.
- Supports inter-agency collaboration by organizing and chairing inter-agency meetings
- Networks and collaborates with justice system partners, and stakeholders and liaises with community service providers
- Represents Inuuqatigiit Centre in a professional fashion and maintains positive working relations with co-workers, the community, and other service providers
- Develops and deepens program partnerships with agencies in the areas of law, education, child welfare, mental health, and the Canadian Justice System

- Develops and distributes culturally and linguistically relevant legal information and resources to the Inuit community through various means including social media
- Organizes training events and workshops, legal information clinics, etc.
- Promotes project services through various mediums (print, digital marketing, social media, etc.)
- Build partnerships with legal/justice organizations and lawyers to help Inuit access legal information and advice
- Develop and implement Inuit cultural education and presentations for partners in the justice system
- Develop documents to support the implementation of program and service delivery.
- Maintains complete and accurate documentation to track data gathered by both Inuuqatigiit.
- Centre and TI project staff, as well as generate reports as required for project funder.
- Provides written reports as needed to agencies, courts and police, community programs, and collaterals.
- Maintains accurate statistics and report as required

ACCOUNTABILITY

- Accountable to support participants as required and for the effective and efficient delivery of services in keeping with funding agreements

WORKING RELATIONSHIPS

- Develop and deepen program partnerships with agencies in the areas of education, child welfare, mental health, justice system
- Develop positive relationships with clients who are involved in the justice system
- Demonstrate courteous rapport with clients, staff, and guests at Inuuqatigiit Centre.
- Act as a role model to promote professional values and ethics within Inuuqatigiit Centre.
- Communicate with partners such as liaising with other service providers, programs, and professionals in the community to facilitate referrals and maintain effective linkages.
- Participate in professional development opportunities as recommended/required by the Inuuqatigiit Centre supervisor.

ENVIRONMENTAL FACTORS

- Adhere to evaluation deadlines
- Demonstrate stress resistance and stamina in the coordination of support services
- Physical ability to access multi-story building.
- Work regular and consistent weekly hours of work
- May be required to work evening and weekend hours for programming and

- community events
- Additional hours on occasion to meet deadlines and ensure delivery of high-quality programs and services.
- Ensure personal safety precautions are observed at all times; and
- Strong knowledge of Inuit culture and community.

SKILLS AND KNOWLEDGE

- Fluency in Inuktitut is an asset.
- Experience providing case management services.
- Knowledge of Inuit culture and teachings and the historical impacts of colonization and inter-generational trauma.
- Knowledge of the needs of Inuit community and families.
- Excellent written and verbal communication skills in English.
- Strong knowledge of community agencies and resources.
- Experience with program development and implementation
- Ability to operate computer systems and relevant software.
- Strong organizational, program planning, evaluation, and problem-solving skills.
- Ability to provide trauma-informed client care.
- Ability to respond effectively in crisis situations.
- Ability to work independently and as part of a collaborative staff team environment.
- Ability to function effectively in a high-stress, high-noise environment; and
- Enthusiasm, flexibility, dedication, and commitment to children, youth, and families

QUALIFICATIONS AND REQUIREMENTS

- Inuit descent preferred.
- Post-secondary education related to criminal justice, mental health, or social work or equivalent training and experience.
- Experience working with Inuit or Indigenous communities.
- Experience working with adults in conflict with the law.

CONDITIONS OF EMPLOYMENT

- TB Test and other immunizations up to date.
- Medical certification of good health.
- Valid Driver's License and access to a reliable vehicle is a strong asset.
- Police Record Check required in keeping with policies and procedures.
- CPR / First Aid Certification (or willingness to become certified).
- Proof of COVID Vaccinations– two doses and Booster.

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

Note that accommodations are available for applicants with disabilities throughout the recruitment process. If you require specific accommodations, 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.

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