

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 #	2025- 144
Position Title	Child Welfare Liaison Worker
Posting Date	March 26, 2025
Closing Date	March 31, 2026
Start Date	ASAP
Hours	37.5 hours – Monday-Friday, with occasional evening and weekend hours required
Position Status	Full-time determinant, Contract ends: March 31, 2026, with possible extension
Salary Range	Inuuqatigiit Centre offers a competitive wage and benefit

POSITION SUMMARY

Under the supervision of the Family Well-Being Manager, the Child Welfare Liaison Worker assists families who are involved with child welfare organizations, and/or the Children's Aid Society (CAS) to provide guidance and information to parents regarding the process, their rights and responsibilities. This is a position functions outside of the provincial, child-welfare services and is directly located within Inuuqatigiit as an advocate and support service for the well-being of Inuit children and their families.

KEY DUTIES AND RESPONSIBILITIES

- Manage referrals regarding child welfare made to Inuuqatigiit Centre
- Ensure use of a trauma informed practice to support clients and provide culturally and linguistically relevant services
- Provide responsive and inclusive guidance, support, resources, and advocacy to children, youth and parents/caregivers involved with CAS - including appointment accompaniment, home visits, and referrals
- Engage in supportive counselling and assistance/guidance regarding parents' rights and responsibilities with CAS processes and protocols
- Advocate for parent and child rights with regard to their CAS file
- Assist with safety planning as required

- Liaise between parents and other parties, such as CAS, foster parents, kin placements, listed community etc.
- Support parents to obtain legal aid and legal council when involved with the court system
- Obtain informed consent from parents to liaise with parents' lawyers and provide advocacy
- Engage in all meetings with CAS as requested by the parent
- Participate in Circle of Care process when requested by parent
- Provide crisis intervention to families and individuals as needed
- Refer parents/families to appropriate services as required and document the results of these referrals
- Maintain meaningful ongoing relationships with parents and their families
- Identify and report on concerns and issues related to parental engagement to Manager of FWB.
- Support and plan for a family's needs throughout the engagement with CAS
- Anticipate and plan for ongoing supports following the closure of a CAS file

ACCOUNTABILITY

- Accountable for the safety and security of participants in family/community/parent activities
- Accountable to support parents and families of participants as required

WORKING RELATIONSHIPS

- Develop supportive and professional rapport with Inuuqatigiit Centre staff.
- Conduct interactions with CASO and other partner agencies with respect and professionalism
- Participate in conflict resolution when required
- Develop positive relationships with children/youth and parents at Inuuqatigiit Centre
- Provide emotional support and encouragement to parents
- Approach conflict with parents from a strengths-based and trauma-informed position

EXTERNAL COMMUNICATIONS

- Meet all deadlines e.g. annual reports, funder reports, newsletters, calendars, etc.
- Demonstrate stress resistance and stamina in supporting high need parents and families and addressing multiple demands
- Multi-tasking associated with delivering services
- Physical ability to access three story building
Work regular and consistent weekly hours of work

WORKING CONDITIONS

- Work regular and consistent weekly hours of work
- Work evenings and weekends to provide after hours crisis supports
- Required to work some evenings related to delivery of parent engagement activities

- Additional hours on occasion to meet deadlines and ensure delivery of high-quality programs and services
- Integrate the Inuit culture and language in all aspects of program responsibilities

KNOWLEDGE AND SKILLS

- Inuit descent preferred
- Post-secondary education in related field an asset
- Minimum of one year of experience in:
 - supporting families or individuals, and
 - working with Inuit communities, and
 - working in a family-oriented program, and
 - organizing and facilitating groups

QUALIFICATIONS AND REQUIREMENTS

- Knowledge on the traumatic effects of colonization on the Inuit community
- Knowledge of the Child, Youth and Families Services Act (CYFSA)
- Ability to advocate effectively for families involved with the Children's Aid Society
- Ability to communicate effectively orally and in writing
- Ability to operate computer systems and relevant software
- Strong organizational, program planning, evaluation, fiscal management 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

CONDITIONS OF EMPLOYMENT

- Police Record Check required in keeping with OICC Personnel Policies and Procedures
- Medical certification of good health
- Driver's License an asset

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.

Priority will be given to Inuit candidates.

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.

Only those candidates selected for an interview will be contacted.