

# ICFI First Initiative Caseworker

## (INTERNAL/EXTERNAL POSTING)



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Inuuqatigiit Centre for Inuit Children, Youth & Families is a multi service non-profit organization serving Inuit children, 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.

<b>Position #</b>	2025-184
<b>Position Title</b>	Inuit Child First Initiative Caseworker
<b>Posting Date</b>	December 18, 2025
<b>Start Date</b>	ASAP
<b>Reason for Posting</b>	New position
<b>Hours</b>	Monday-Friday
<b>Position Status</b>	Full-time, determinate to March 31, 2026
<b>Salary Range</b>	Starting salary of \$53,000.00 annually, plus benefits

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### POSITION SUMMARY

The ICFI Caseworker supports Inuit children, youth, and families by coordinating culturally safe, holistic services through the Child First Initiative and Integrated Plan of Care. Working under the supervision of the Community Initiatives Mental Health Manager and alongside the ICFI Coordinator, the role focuses on case management, advocacy, service navigation. Responsibilities include liaising with families and service providers, coordinating referrals, supporting funding applications, maintaining documentation, and collaborating with internal programs, community partners, and Inuit specific organizations. The position plays a vital role in reducing barriers to services and ensuring families receive timely, coordinated supports that promote well-being, equity, and self-determination of Inuit children and youth.

### KEY DUTIES AND RESPONSIBILITIES

- Strengthen access to Inuit-specific health, social, education and cultural services to support the complex needs and well-being of Inuit children and families.
- Work in collaboration with the ICFI Coordinator to assist families with navigating service systems and accessing eligible supports through the Inuit Child First Initiative process.
- Coordinate with community programs, schools, service providers, and funders.
- Assist caregivers in gathering documentation and preparing ICFI applications, including assessments, recommendations, cultural supports and supporting evidence.
- Track application progress, follow up with funders, and ensure approved services are delivered efficiently, and according to family needs.
- Advocate for services and approaches that honour Inuit values, lived experiences and strengths.
- Provide information, guidance, and problem-solving assistance to families throughout the ICFI, and IPC processes.
- Provide a trauma informed, youth centered case management for Inuit children and youth with complex needs.

- Coordinate the Inuit Integrated Plan of Care process (IPC) for children and youth requiring intensive supports services. .
- Evaluate and assess needs of Inuit children and youth; identify goals and treatment planning.
- Respond to urgent needs and support crisis navigation when required, in partnership with the ICFI Coordinator and internal Education, Family Well-Being, and Mental health departments.
- Lead IPC meetings, ensuring youth goals, and cultural perspectives are reflected in care plans.
- Collaborate with stakeholders and community partners to minimize barriers to care.
- Advocate for equitable, culturally appropriate services across systems.
- Support children, youth, and families in accessing needed services and resources.
- Provide counselling from a trauma informed approach to high-risk children and youth.
- Support ICFI Coordinator with client intake, documentation, and service coordination.
- Ensure client information is accurately maintained in the Inuuqatigiit Centre database and establish effective data-tracking practices for reporting and funder accountability.
- Maintain strict confidentiality of client information and uphold all privacy standards in accordance with PHIPA and organizational policies and best practices.
- Deliver a multi-disciplinary framework approach to client care with community service providers, professionals, and programs.
- Create external partnerships that will assist in minimizing barriers towards maximizing the delivery of high-quality child and youth specific services.
- Apply Inuit Qaujimajatuqangit (IQ) principles in all aspects of service delivery.
- Adhere to and promote the mandate and mission of the IC.

## **ACCOUNTABILITY**

- Accountable to support children, youth, parents, caregivers as required.
- Responsible for the effective and efficient delivery of quality services in keeping with funding agreements.
- Adhere to all ethical standards of confidentiality in compliance with PHIPA
- Maintain a supportive teamwork culture and professional rapport with Inuuqatigiit Centre program staff.
- Foster effective communication with families.
- Participate/assist in the planning and organization of Inuuqatigiit Centre events.

## **ENVIRONMENTAL FACTORS**

- Work regular and consistent weekly hours of work.
- Evening work may be required.
- Additional hours on occasion to meet deadlines and ensure delivery of high-quality programs and services.
- Some travel to meetings may be required.
- Ensure personal safety precautions are always observed according to IC health and safety procedures.
- Ensure physical, emotional, and mentally safe spaces for clients
- Knowledge Of Inuit culture and community. Understanding of Inuit history, including the impacts of colonization, residential schools, relocations and loss of

- language and land.
- Commitment to cultural safety ensuring service delivery respects Inuit identity, lived experience and self determination.
- Awareness of Quajimajatuqanqit (IQ) Principles and ability to reflect these values in practice
- knowledge of trauma informed practice

## **SKILLS AND KNOWLEDGE**

- Knowledge of Inuit and non-Inuit community services and supports
- Knowledge and understanding of indigenous colonization history, intergenerational trauma, and the socio determinants of health impact of Inuit children, youth, and families
- Administrative competence in documentation, record keeping and financial tracking
- Effective communication and documentation skills
- Ability to function effectively in a high stress, high noise environment
- Experience in the delivery of effective crisis prevention strategies
- Enthusiasm, flexibility, dedication and commitment to children and families
- Strong organization and problem-solving skills
- Knowledge working from a trauma informed approach

## **QUALIFICATIONS & REQUIREMENTS**

- BSW in Social Work or acceptable qualifications in associated study and work experience equivalency in related field.
- Membership in related professional college.
- Previous experience collaborating with Inuit or Indigenous communities an asset.
- Minimum 2 years experience working with children with exceptional needs including developmental, medically fragile, health/physical/educational supports.
- TB Test and other immunizations up to date.
- Medical certification of good health.
- Vulnerable Sector Check required in keeping with IC policies and procedures.
- CPR / First Aid Certification (or willingness to become certified).
- Proof of covid vaccination including booster vaccinations

**Please apply with a cover letter and up-to-date resume to:** Human Resources Department at [jobs@inuuqatigiit.ca](mailto: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.***