

Inuit Family and Community Advocate

(INTERNAL/EXTERNAL POSTING)



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.

Position #	2025-186
Position Title	Inuit Family and Community Advocate
Posting Date	December 12, 2025
Start Date	ASAP
Hours	Monday-Friday
Position Status	Full-time, indeterminate
Salary Range	Starting salary of \$53,000 annually, plus benefits

POSITION SUMMARY

Under the supervision of the Director of Education, the Inuit Family & Community Advocate will provide culturally grounded advocacy, support, and system navigation for Inuit children, youth, and families. The role is intended to strengthen access to Inuit-specific funding, services, and supports while honouring Inuit culture, identity, and community ties. The Advocate works to create safe, respectful, and inclusive spaces, ensuring families receive the resources and support they need in a culturally safe and holistic manner.

KEY DUTIES AND RESPONSIBILITIES

- Engage with Inuit families and community members to identify needs, barriers, and opportunities for support (e.g., housing, income support, child welfare, social services, mental health, cultural supports).
- Provide direct advocacy for clients when interfacing with service providers, government agencies, social services, legal/child-welfare bodies or other institutions to ensure culturally safe and appropriate services and supports.
- Act as a “navigator” help families access Inuit-specific funding and programs, mainstream social services, benefits, referrals, and resources; assist with paperwork, intake processes, applications, and follow-up.
- Offer individualized support: accompany families to appointments, meetings, court or service provider interactions; assist with system navigation and communications.
- Provide crisis intervention, emotional support, and safety planning when required including after-hours & on-call support, home visits, and outreach as needed.
- Build trusting relationships with clients grounded in respect, cultural humility, empathy, confidentiality, and a strengths-based, trauma-informed approach.

- Serve as a liaison with other community organizations, social services, government agencies, Indigenous organizations, and relevant stakeholders to coordinate supports and services for Inuit families.
- Identify systemic barriers, service gaps, and emerging community needs; report these to management and contribute to recommendations for program improvements or development of new Inuit-specific initiatives.
- Collaborate with other Centre staff (e.g. Family Support, Social Worker, Program staff) to coordinate care plans, referrals, wrap-around supports, and follow-up.
- Participate in family support groups, community outreach activities, culturally grounded events, and Inuit-centered programming (e.g. parenting workshops, support circles, cultural activities).
- Maintain accurate, confidential client records; document case notes, referrals, service plans, follow-ups, and outcomes, in compliance with Centre policies and applicable legislation.
- Represent Inuuqatigiit Centre at meetings, presentations and conferences with stakeholders including partner agencies, funders and government,
- Engage with various agencies and stakeholders to strengthen programs and services,
- Establish relationships that benefit the delivery of quality programs and services, and
- Adhere to and promote the mandate and mission of Inuuqatigiit Centre.

ACCOUNTABILITY

- Accountable for the effective and efficient management of programs and services in keeping with all funder and partner agreements,
- Accountable for the application of legislative requirements and compliance with Inuuqatigiit Centre policies and procedures,
- Accountable for the safety and security of children, youth, families and Inuuqatigiit Centre staff
- Accountable for the provision of support services to families
- Accountable for managing human and financial resources in an effective manner

WORKING RELATIONSHIPS

- Develop supportive and professional rapport with staff,
- Guide people through conflict resolution when required; and
- Develop positive relationships with children, youth and parents at Inuuqatigiit.
- Create a healthy work environment and act as role model in motivating teams; and
- Work closely with other Directors and members of the management teams.
- Communicate regularly with children and their families
- Collaborate with staff in developing, locating, and organizing staff training and capacity building opportunities.
- Plan a variety of staff development opportunities.
- Provide constructive on the job training and development to support staff; and
- Coach, challenge and provide opportunities for growth.

ENVIRONMENTAL FACTORS

- Adhere to all deadlines e.g. funder reports, proposal submissions.
Support staff in respecting and adhering to deadlines related to their positions.

- Demonstrate stress resistance and stamina in the management of the Inuuqatigiit Centre programs and services,
- Manage stress and demonstrate stamina to direct staff and programs as required,
- Demonstrate mental effort to deal with stress related to safety and security of children, youth, program delivery and communications with parents; and
- Demonstrate physical ability to access three story building.
- Work regular and consistent weekly hours of work,
- Required to work occasional evening hours,
- Additional hours on occasion to meet deadlines and ensure delivery of high-quality programs and services; and
- Some travel to meetings may be required.
- Following the guidelines and procedures with the COVID-19 Virus/pandemic.

SKILLS AND KNOWLEDGE

- Diploma or degree in Career Development, Social Work, Education, or related field.
- Experience in youth counselling, case management, or educational support.
- Deep understanding of career planning, education systems, and employment services.
- Excellent communication, interpersonal, and organizational skills.
- Inuit descent preferred; fluency in Inuktitut and knowledge of Inuit culture, values, and traditions are strong assets.
- Familiarity with urban Inuit community dynamics and local Inuit/non-Inuit service networks.
- Ability to balance independent work with collaboration in a team setting
- Guide the integration of Inuit culture and language in all aspects of programming

QUALIFICATIONS & REQUIREMENTS

- Inuit descent required (in alignment with the Centre's commitment to Inuit leadership and cultural safety)
- Post secondary education in social work, child and youth care, human services, Community development or related field considered an asset although relevant lived experience may be equally valued
- Minimum 1-2 years Supporting families/individuals in a social service, community or nonprofit setting; experience working with Inuit or Indigenous communities preferred.
- Demonstrated experience in advocacy, system navigation, case support, and working with complex social service systems
- Experience in culturally safe practice, trauma informed care, and family centred support
- Strong commitment to confidentiality, respect, cultural humility, and anti racism
- Ability to work some evenings slash weekends and provide after hours support when needed
- Deep an understanding of Inuit culture, community, and the needs of Inuit children, youth, and families
- Familiarity with Inuit specific funding streams, social services, indigenous rights, and relevant social welfare systems
- Strong advocacy, communication (oral and written), interpersonal, mediation, and negotiation skills

- Ability to build trusting, respectful, and culturally safe relationships with clients, families, community and partner agencies
- Excellent organizational, problem solving, time management, and case management skills
- Ability to navigate complex social systems; Support clients in system navigation, referrals, and follow up
- Ability to work collaboratively within a team while also exercising initiative, sound judgment and discretion
- Crisis response, safety planning, and conflict resolution skills
- Computer literacy, comfortable using office software databases; Record keeping tools
- Language skills: fluency in English required, fluency in Inuktitut/Inuktitut (or other Inuit language) considered a strong asset
- Police record check-vulnerable sector required in keeping with policies and procedures
- TB test and other immunizations up to date
- Medical certificate of good health
- CPR/ first aid certificate (or willingness to become certified)

Please apply with a cover letter and up-to-date resume. For inquiries regarding accommodation, please contact Human Resources Department: 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 thank all who apply to this position.