

- Inputs all client data, including SPDAT for full client cycle and/or discharge
- Organizes and maintains client case files in accordance with TI's protocols
- Performs other duties as assigned and related to the position

Education and Experience

- Minimum college diploma in human services, social work or similar education or an equivalent combination of education and work experience
- Minimum 3 years' experience delivering urban housing services to Inuit preferred

Knowledge, Skills and Abilities

- Ability to function effectively in a busy environment and in stressful situations
- Some evening and weekend work will be required
- Availability to handle crisis on-call situations outside of regular business hours on a rotational basis
- Ability to work independently with a strong sense of focus. Is task oriented, non-judging, and maintains a clear sense of client-service provider boundaries
- Commitment to a client-centered approach when working with Inuit
- Familiarity with the socio-economic landscape as it pertains to Inuit
- Knowledge of Inuit culture, values, Inuit Qaujimajatuqangit and traditional practices
- Fluency in English is required. Inuktitut language skills are a definite asset
- Knowledge of the Aboriginal and non-Aboriginal housing support and service system of Ottawa
- First aid and CPR; non-violent crisis intervention training
- Motivated and able to work independently
- Outstanding organizational skills
- Excellent interpersonal and communication skills
- Valid Driver's license and own reliable vehicle are definite assets
- Intermediate level computer (MS Office, email, Internet) and literacy skills

Additional Requirements

- Maintaining up-to-date professional skills and knowledge through formal and informal training
- Acting as an ambassador for TI within and outside the organization by creating an awareness of TI's programs and services
- Maintaining awareness of, and compliance with, TI policies and procedures
- Contributing to the organization's work through collaborative team work and participating in meetings and committees as required
- At all times, working in a manner that preserves confidentiality and seeks to minimize risks for clients, employees and the organization

Working Conditions

- Portions of the work day are spent in a comfortable office environment in a community center setting.
- This is a mobile position; home visits are a mandatory requirement of the program.

Deadline for applications is December 12, 2017

To apply, please submit your resume and cover letter to careers@tungasuvvingatinuit.ca

Preference in hiring will be given to qualified Inuit candidates, applicants are encouraged to self-identify. The applicant hired for this position will be required to obtain a vulnerable sector police records check with results acceptable to TI. We thank all interested candidates in advance, but unfortunately, we are only able to respond to those selected for an interview.

Accommodations for applicants with disabilities is available upon request.