



**Career Opportunity  
Internal/External  
Illipalialisaaqtilugu (Early Years) Supervisor  
(Full-time, Term ending March 31, 2020)**

Tungasuvvingat Inuit's (TI) purpose is to empower and enhance the lives of Inuit. Since 1987, TI has been operating in Ottawa as a community-based counselling and resource centre.

**Role Summary**

The Illipalialisaaqtilugu (Early Years) Supervisor provides hands-on supervision of TI's Early Years programming. The purpose of this initiative is to align with the Ontario Child Care and Family Support Program Service Management and Funding Guidelines by providing sustainable, culturally appropriate programming thereby fostering a healthy and safe environment that allows Inuit children and their families to celebrate their identity with a sense of pride. The program will also allow children and families to learn about their history in a meaningful and safe way. The incumbent also supervises the CAPC (Parenting) as well as the CPNP (Pre-Post Natal) programs.

**Responsibilities**

- Supervise program staff including input towards the establishment of individual objectives, training and work plans in keeping with Inuit culture, language and traditions
- Responsible for administration tasks including but not limited to; staff scheduling and leave approval, ensuring quality of services (soliciting client feedback and addressing client concerns), participant and service data gathering, record keeping and file maintenance
- Responsible for budgets, and ensuring program reporting is completed and on time
- Provide guidance for referral of families as identified to additional supports and services
- Oversight of the planning and implementation of programming workshops including purchasing of materials and supplies
- Delivery of training workshops and other programming activities, responding to the varying needs of the staff team
- Provide framework and guidance for the delivery of client workshops and activities, responding to the varying needs of families (such as health, risk factors and nutrition)
- Oversee the implementation of protocols which maintain activity spaces and ensure the environment is clean and safe
- Model positive parenting and relationship behavior and skills
- Follow TI's policies and procedures
- At all times, working in a manner that preserves confidentiality and seeks to minimize risks for clients, employees and the organization
- Participate in meetings, training and professional development initiatives as required
- Performs other duties as assigned and related to the position

### **Education and Experience**

- Certification in Early Childhood Education is essential
- Member in good standing of the Association of Early Childhood Educators Ontario (AECEO) is a definite asset
- 3 to 5 years' experience working in a social services environment
- Minimum 3 years' experience supervising and directing staff
- Minimum 2 years' experience delivering family-related services to the Inuit community is preferred
- Experience in working with children, youth and families

### **Knowledge, Skills and Abilities**

- Strong leadership skills
- Ability to function effectively in a busy environment and in stressful situations
- Ability to work independently with a strong sense of focus
- Ability to coordinate meetings, events and activities
- Group facilitation and community engagement skills
- Public speaking and presentation skills
- Skilled at connecting with community (outreach skills)
- Knowledge of Inuit culture, values, Inuit Qaujimagatuqangit and traditional practices
- Knowledge of issues relating to Inuit families and children
- Fluent in English is required; fluency in Inuktitut is a definite asset
- Ability to travel as required
- Ability to work occasional evenings and weekends as required
- Ability to use computers for word processing, publication, data collection, e-mail and internet.

### **Working Conditions**

The incumbent works in a comfortable office environment and is also required to be mobile and travel within the city for programming purposes. Working off-site at community events is required, as is occasional travel outside the city.

Tight deadlines and resulting workload intensiveness may be experienced.

### **Deadline for applications is April 23, 2018**

To apply, please submit your resume and cover letter to [careers@tungasuvvingatinuit.ca](mailto: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.