



**Tungasuvvingat Inuit**  
**Career Opportunity**  
**Internal/External**  
**Pre-Post Natal and Nutritional Worker**  
**Family Well-being Program**  
**(Full-time, Indeterminate)**

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**

Tungasuvvingat Inuit's **Canadian Pre-Post-Natal Program** offers support for pregnant parents and new parents for children up to 18 months old. Working in a team environment, the **Pre/Post Natal and Nutritional Worker** plans, coordinates and implements pre-postnatal programming and related services for the community.

**Responsibilities**

- Coordinating of all aspects of the Pre/Post Natal program, including the establishment of annual objectives and work plans in keeping with Inuit culture, language and traditions
- Client outreach to the community to encourage participation in the program.
- Counselling and referring families as identified to services such as CAS and related health services
- Delivering workshops and activities, responding to the needs of the families (health, risk factors and nutrition)
- Planning and implementation of programming workshops
- Purchasing and preparation of food
- Gathering participant data and reporting on program and services
- Performing administration tasks such as managing petty cash, cheque requests, attendance/participant forms, and maintaining up-to-date client files
- Participating in training and professional development initiatives as required

**Education and Experience**

- College diploma in human services, social work or similar education or an equivalent combination of education and work experience
- Minimum 2 years' experience delivering family-related services to the Inuit community is preferred

## **Knowledge, Skills and Abilities**

- Knowledge of Pre/Post Natal care
- Ability to look after small children
- Knowledge of food preparation and proper nutrition
- Ability to function effectively in a busy environment and in stressful situations
- Familiarity with issues facing Inuit families
- Experience with group facilitation
- Ability to develop and deliver programming
- Motivated and able to work independently
- Outstanding organizational skills
- Excellent interpersonal and communication skills
- Commitment to a client-centered approach when working with Inuit
- Knowledge of Inuit culture, values, Inuit Qaujimagatuqangit and traditional practices
- Fluency in English. Fluency in Inuktitut is a definite asset
- Computer literacy (word processing programs, email, internet)
- Driver's license is an asset
- Ability to work occasional evenings and weekends

## **Working Conditions**

- The Pre/Post Natal and Nutritional Worker works primarily in a comfortable office environment and may occasionally be required to travel outside the city for professional development purposes. Working off-site including at local community events is also required.

## **Deadline for applications is July 18, 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.