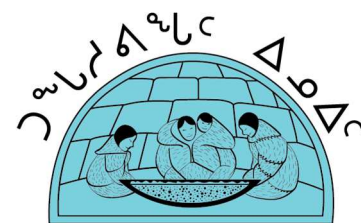

Career Opportunity

Internal/External



Tungasuvvingat Inuit

Facilities Coordinator

Full-Time, Indeterminate

If there are no successful Inuit candidates, the position will be offered as a 3-year term.

It is the mission of Tungasuvvingat Inuit (TI) to broadly provide Inuit-specific programs that contribute to the health and wellbeing of Inuit and to encourage and support similar programs for Inuit across the country. With over 30 years of highly successful experience in crafting the design, development, and delivery of a wide range of effective, client-centered services, TI continues to deliver quality programs and services that directly benefit our growing urban Inuit population.

The Mamisarvik Healing Centre Program delivers Inuit-specific treatment for trauma and substance use disorders. Professional, confidential, non-judgmental recovery and healing services are provided to Inuit 18 years of age or older. Mamisarvik also provides day and residential treatment programming.

The facilities coordinator is responsible for conducting quality assurance, client satisfaction assessments and creating partnerships within the community. The coordinator also directs the administrative and operations of the Mamisarvik Healing Centre program to ensure the day-to-day functioning of the centre.

Job Responsibilities include:

- Oversee facility maintenance and liaise with Operations/ Contractors and various service providers as needed.
- Facilitate meetings and inform staff of relevant events, changes, and information pertinent to operational procedures.
- Maintaining an organized system for site keys and fobs.
- Ensure building safety of both outside and inside of the Mamisarvik healing Centre and report any problems to both operations and Mamisarvik Management team.
- Prepare purchase orders, invoices, reports, memos, and other correspondences while ensuring an accurate and organized file management system.
- Assists Management by providing financial analysis and support to complete funding reports and proposals.
- Ensuring proper coding of expenditures for Finance Department.
- Complete monthly visa reconciliations
- Work with Director, Healing and wellness for budget planning and management
- Ensure the Mamisarvik healing Centre is equipped with art supplies, furs and programing materials.
- Ensure welcome package supplies are stocked and ready to go for each cycle.
- Create partnerships with other departments within Tungasuvvingat Inuit to ensure that Mamisarvik has a presence within the community.
- Create partnerships and opportunities for collaboration outside of Tungasuvvingat Inuit.

- Assess the level of risks of maintenance and ensure the Management Team and larger team are informed of risks associated with maintenance.
- Assist in client de-escalations when necessary.
- Documenting incidents when they arise in incident reports, serious occurrence reports and case notes.
- Assist in onboarding/ offboarding new employees by managing keys and FOBs.
- Participate in Mamisarvik Wellness Committee to foster a healthy work environment.
- Organize and coordinate all staff training with the management team.

Qualifications

The ideal candidate will have a thorough understanding of Inuit culture, values, Inuit Qaujimagatuqangit and traditional practices, government systems, programs, policies, and processes. Excellent interpersonal and team building, writing, facilitation skills, presentation skills, problem-solving, decision making, time management skills, leadership skills and supervisory skills are necessary.

Social Service Worker diploma or post-secondary training in a related field is required. Five years of experience working in a community- based human services, preferably in the alcohol/chemical dependency or mental health field is required. Crisis Intervention and Prevention, Suicide Intervention and Prevention skills and training are necessary. Supervisory experience of one year is required. Previous experience working in an indigenous Organization, Financial Management experience including managing a budget, Program Management is preferred. Fluency in English is required, fluency in Inuktitut is a definite asset.

Ability to deal with life-threatening situations, to function effectively during situations that may become stressful, to work independently with a strong sense of focus and to coordinate meetings, events, and activities is required

A combination of related education and experience may be accepted.

Salary and Benefits

- TI offers a competitive total compensation package. Employees are provided with an exceptional benefits plan which includes major medical and dental coverage for the employee and their dependents, and employee life insurance. TI also offers a Group RRSP benefit plan for eligible staff.
- TI provides paid sickness, personal and family sickness leave days, and a 24/7 confidential Employee and Family Assistance Plan.
- Vacation (earn 3 weeks/year).

Deadline for applications is until November 16, 2023.

To apply, please submit your resume to careers@tiontario.ca.

Preference in hiring will be given to qualified Inuit candidates; applicants are encouraged to self-identify. Interested candidates are encouraged to visit our website at www.tiontario.ca to learn more about our programs and services.

The successful candidate for this position will be required to obtain a vulnerable sector check with results acceptable to TI. Accommodation for applicants with disabilities is available upon request.

This position works out of TI's Mamisarvik Healing Centre at 25 Rosemount Avenue, Ottawa which is conveniently located close to major transportation access points and parking is free on the premise.

We thank all interested applicants in advance for their interest. Only individuals selected for interviews will be contacted.