

OHSNI Position Profiles and Descriptions

Job title	Service Coordinator – Child First Initiative
Reports to	Executive Director
Position summary	The Service Coordinator, CFI will provide families with a knowledgeable resource to help them navigate existing federal and territorial health and social services programs and services to address a child’s needs.
Specific responsibilities	<p>Identify children with unmet needs and assist them in securing needed services and supports.</p> <p>Support data collection and analytical activities to better understand the scope of children’s needs and nature of service gaps.</p> <p>Establish and nurture relationships across community-based programs and services, service providers and Inuit, federal and territorial programs and services.</p> <p>Ensure children receive quality and culturally appropriate health and social services as well as support across all stages and levels of care.</p> <p>Keep track of CFI requests, progress, and results.</p> <p>Support data collection and analytical activities to better understand the scope of children’s needs and nature of service gaps.</p> <p>Work with Executive Director, case managers and financial controller to track expenses, receipts, and other financial indicators.</p> <p>Keep documentation up to date and accurate.</p>
Education and qualification	<p>Undergraduate degree in health or social services Or completion of a recognized post-secondary education, preferably in Child and youth care worker and in good standing with the appropriate association or college</p> <p>Three to five years’ experience working with children and families.</p> <p>Good communication skills, both verbal and written</p> <p>Knowledge of Inuit Culture</p> <p>Knowledge of the NU and the Ottawa health and social services system</p> <p>Ability to work independently</p>

