

**Position Title: Post Secondary Education
Career Counselor / Caseworker**



Inuuqatigiit Centre for Inuit Children, Youth & Families is a multi service non-profit organization serving Inuit children, youth, and their families, dedicated to providing cultural, educational, and support services in a caring, respectful, and collaborative environment that fosters strong and proud Inuit children and families.

Position #	2026-193
Position Title	Post Secondary Education Career Counsellor/Caseworker
Posting Date	July 2, 2026
Hours	37.5 hours per week
Position Status	New position determinant to March 2027
Salary Range	Starting at \$49,750.00 plus benefits

POSITION SUMMARY

Under the supervision of the Manager of Education the Career Counsellor / Caseworker supports Inuit adults (18+) in achieving their educational, career, and employment goals. The position provides individualized career planning, case management, education-to-employment transition support, job search assistance, and coordination of support services. The Career Counsellor works collaboratively with schools, post-secondary institutions, employers, training providers, local trade unions, and community organizations to ensure participants receive culturally responsive, effective, and holistic support throughout their educational and employment journey.

KEY DUTIES AND RESPONSIBILITIES

- Manage intake and develop individualized career and action plans based on each participant's goals, strengths, and needs.
- Provide ongoing case management, including regular one-on-one meetings to monitor progress, set goals, and adjust plans.
- Deliver career counselling services to youth and young adults (18+).
- Assess participants across a range of educational backgrounds:
 - No certificate, diploma, or degree
 - Some secondary education (minimum Grade 9)
 - High school diploma or equivalency
 - College, CEGEP, or other non-university certificate or diploma
 - Apprenticeship or trades certificate/diploma (including Journey person/Red Seal pathways)
- Guide participants in exploring pathways such as full-time employment, apprenticeships, college, and university.
- Support education-to-employment transitions, including school completion, post-secondary entry, and workforce integration.
- Assist with resumes, cover letters, interview preparation, job search strategies, and networking.
- Provide guidance on apprenticeship and skilled trades pathways, including applications and employer connections.
- Assist with college and university applications, including program selection, admissions, and financial aid processes.
- Deliver pre-employment and job readiness training, including workplace expectations, communication, and job retention skills.

ACCOUNTABILITY

- Accountable for the effective and efficient management of PSE programs and services in keeping with funding agreements
- Accountable for the safety and security of participants in PSE activities
- Accountable to support families of participants as required

WORKING CONDITIONS

- Develop supportive and professional rapport with IC staff.
- Participate in conflict resolution when required.
- Develop positive relationships with youth and parents at IC
- Provide emotional support and encouragement to participants.

SKILLS AND KNOWLEDGE

- Inuit descent preferred.
- Experience working with Inuit or Indigenous communities.
- Post-secondary education in humanities related field, (CYW, SSW, BA, SW,).
- Case management an asset
- Fluency in Inuktitut would be an asset.
- Knowledge of the needs of Inuit adults and families.
- Knowledge of Inuit and non-Inuit community services and supports

QUALIFICATIONS & REQUIREMENTS

- Post-secondary education in related field an asset.
- Minimum two years' experience in career development.
- Experience working with Inuit or Aboriginal communities.
- Ability to communicate effectively orally and in writing in English
- Criminal Reference Check for the Vulnerable Sector Check required, in keeping with Inuuqatigiit policies and procedures
- Medical certification of good health and fitness to work
- Proof of COVID-19 vaccine (Dose 1 & 2) and booster
- TB Test if applicable and other immunizations up to date
- CPR / First Aid Certification (or willingness to become certified)

Please apply with a cover letter and up-to-date resume by to:

Human Resources Department, at jobs@inuugatigiit.ca

Inuuqatigiit Centre is committed to creating a more representative workforce so it can better understand and serve the needs of our Inuit community in Ottawa.

Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.

Eligibility list may be created to fill future vacancies. Job descriptions may be obtained by email or on the website.

Note that accommodations are available for applicants with disabilities throughout the recruitment process.

If you require specific accommodation, please contact the HR Department through the information provided above, so that we can make suitable arrangements with you.

When two equally qualified candidates are considered for the same position, preference will be given to the candidate of Inuit descent.

Only those applicants selected for an interview will be contacted.

This position is dependent upon funding approval.

We do not use automated or AI- based systems to screen candidates.

All applications are assessed by qualified hiring professionals

We thank all those who applied