

Ilisaqsivik is an Inuit organization with the goal to strengthen and rebuild our communities and our futures. We run an unprecedented number and range of programs with a common thread—increasing wellbeing and personal potential for Inuit across Nunavut. We strive to be one of the best employers in the circumpolar region. We offer our employees opportunities to grow and create a positive and safe workspace along with great benefits, a Group Retirement Savings Plan and flexibility with vacation, plus additional paid time off. We are expanding and looking for individuals that interested in becoming part of a team that cares for our community.

Job Opportunity Counsellor Coordinator

About the Role:

The Counsellor Coordinator is responsible for coordinating the work and logistics of Ilisaqsivik Counsellors, including Counsellors working in Clyde River, our toll-free counselling line, and Counsellors who are travelling as part of our mobile response teams.

Duties & Responsibilities:

- Create schedules and coordinate travel for Trauma Team travel with input from the Counselling Manager
- Create and refine training curriculum
- Ensure all counselling staff have the necessary certifications
- Ensure strong communications and coordination of schedules, capacity and availability of Counsellors
- With input from the Counselling Manager, organize and coordinate required training for Counsellors
- Manage participant attendance for all training
- Book and coordinate travel for all training activities
- Ensure that all special or non-typical requests (or changes being made) are approved in advance of booking by the Counselling Manager

Skills and Qualifications:

- This work requires the ability to work and communicate well with Ilisaqsivik Counsellors and governmental and non-governmental health professionals living throughout the Qikiqtani Region.
- Successful completion of Ilisaqsivik's Counsellor training program (or willingness to take this training)
- Experience with project coordination
- Experience managing people
- Ability to pass a criminal record check and adhere to all Ilisaqsivik policies
- Proven ability to maintain confidentiality
- Computer proficiency is essential
- Ability to work in high stress and difficult situations and remain calm and professional
- Ability to manage and coordinate staff
- Ability to work overtime when necessary
- Excellent interpersonal communication, management, and organizational skills

Language Requirements:

- Excellent verbal and written communication skills in Inuktitut and English

Compensation and Benefits:

- PERMANENT full-time position
- Salary commensurate with experience
- Eligible for benefits and Group Retirement Savings Plan with 5% matching from Ilisaqsivik
- Vacation, plus 3 weeks Paid Time Off; paid sick leave, paid personal days and a discretionary day off
- Normal office hours, Monday – Friday 8:30 – 5:00 however, may be required to work extra time on occasion
- Successful candidate will be required to live and work in Clyde River. Housing is NOT provided.

