

EMPLOYMENT OPPORTUNITY

Saralikitaaq Team Coordinator

Introduction

Miyoskamin, an empowerment centre for Indigenous women and children, is a new building recently acquired by the Native Women's Shelter of Montreal. Located at 757 Rue Des Seigneurs, Miyoskamin is the site of two new innovative projects: a 2nd stage housing program for Indigenous women and the Saralikitaaq Centre for Indigenous children. Saralikitaaq uses a holistic approach, based on the Dr.Julien Foundation model of community social pediatrics. (CSP) This method incorporates medicine, law, social work, education, and culture to provide children with the integrated care and support they need to grow up healthy and reach their full potential. We are currently seeking a dynamic and motivated individual to fulfill the role of Saralikitaaq Team Coordinator

About the Position:

The Saralikitaaq Team Coordinator works closely with the Coordinator of Care to support the smooth functioning of the Saralikitaaq Centre by ensuring coordination and alignment of the interdisciplinary team. This team includes a pediatrician, family lawyer, social worker, educator, cultural worker, and other specialists. The Saralikitaaq Team Coordinator acts as an internal support, liaison, and as a point of contact between the Saralikitaaq team, clients, and administrative staff.

Role and Responsibilities:

Facilitation and Delivery of Community Social Pediatrics Services:

Under the supervision of the Director of Miyoskamin, in collaboration with the Coordinator of Care and Interdisciplinary team, and with guidance from the Saralikitaaq Steering Committee, the Saralikitaaq Team Coordinator is responsible for the following activities:

- Becoming familiarized with the community social pediatrics (CSP) model and principles developed by the Dr.Julien Foundation
- Participating in CSP trainings and integrating CSP tools, techniques, and approaches into the delivery of Saralikitaaq services
- Acting as a support in exchanges between the interdisciplinary team and Saralikitaaq clients (each child, their family and those around them)
- Supporting the creation and implementation of an intervention plan with clients (the child, their family, and their community)
- Supporting the advancement of Saralikitaaq goals, objectives, and timelines
- Participating in Steering Committee meetings to relay information and to seek guidance on matters requiring additional advice and expertise

Saralikitaaq
Centre

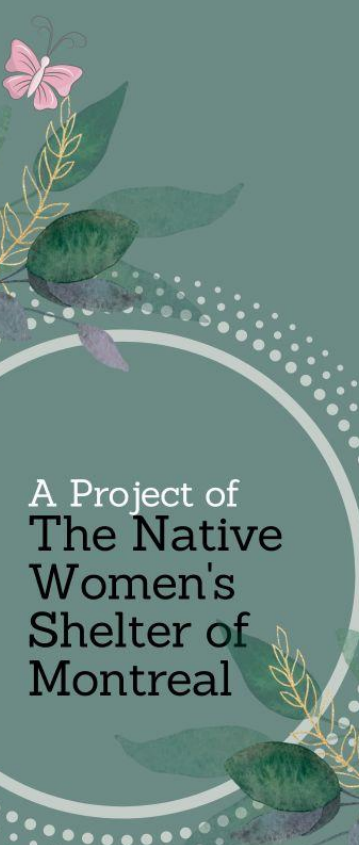
A resource for First
Nations, Inuit, and
Metis Children

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Saralikitaaq Team Support & Coordination

Under the supervision of the Director of Miyoskamin and in collaboration with the Coordinator of Care, the Saralikitaaq Team coordinator is responsible for the following activities:

- Organizing daily work and information to maintain efficiency and confidentiality
- Maximizing productivity by scheduling appropriate interdisciplinary team members to participate in client assessments, meetings, sessions, and/or check-ins as needed
- Updating the interdisciplinary team on the status of client cases
- Communicating any pertinent information to team members regarding client management, client action plans, etc.
- Addressing any changes to schedules and notifying Saralikitaaq team members in a timely manner
- Communicating any pertinent information regarding Saralikitaaq timelines, goals, or objectives to team members
- Ensuring client inquiries are responded to
- Identifying any areas of concern that could impact the performance of team members and smooth functioning of Saralikitaaq
- Resolving any Saralikitaaq team conflicts
- Maintaining professionalism in all aspects of the role

Administrative support for the Saralikitaaq Centre

Under the supervision of the Director of Miyoskamin and in collaboration with the Coordinator of Care, the Saralikitaaq Team Coordinator is responsible for the following activities:

- Providing administrative support to Saralikitaaq through meeting coordination and the maintenance of Saralikitaaq files and documents
- Booking appropriate meeting rooms as needed and managing shared calendars and schedules
- Maintaining internal Saralikitaaq resources and documentations
- Updating client referral lists and partner contact information
- Coordinating with other administrative staff

Peer Support and Participation:

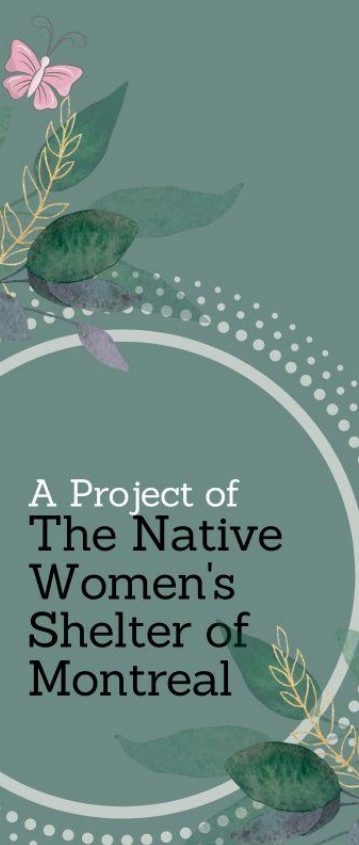
As part of a collaborative working environment, the Administrative Coordinator is responsible for the following activities:

- Attending and participating in staff meetings
- Embracing a collaborative and respectful environment amongst peers
- Embodying the mission and values of the NWSM and Miyoskamin

Qualifications:



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Skills & Attributes

- Strong oral and written communication skills
- Strong Organizational Skills
- Ability to act with discretion and ensure confidentiality
- Ability to thrive in a fluid working environment
- Ability to work with culturally diverse Indigenous families, communities, and staff
- Bilingualism in English and French
- Indigenous language skills (asset)

Education & Experience

- Bachelor's degree in social work or other social science field and at least two years' relevant experience OR at least five years' relevant work experience
- Experience working in a non-profit setting
- Experience in the delivery of services for Indigenous children
- Experience and/or interest in working across multiple disciplines

***The NWSM encourages and prioritizes applications from Indigenous candidates.**

Employment Contract Details

Type of position: Full time with a six-month probationary period

Salary: \$68,640 - \$74,880 per year (based on experience)

Employee Benefits: The Native Women's Shelter offers attractive benefits including vacation, wellness days, and training and development opportunities. After 6 months of employment, staff are eligible for pension contribution plans and alternative health plans.

Location: 757 Rue des Seigneurs, Montréal, QC, H3J 1Y2

Start Date: As soon as available

To apply, or for more information, please send us your:

- 1) Professional Resume
- 2) Letter of Intent
- 3) Two letters of reference or the contact information of two professional references

Application documents can be addressed to

Careers@Miyoskamin.com/admassistant.nwsm@gmail.com

Deadline to Apply:

This position will be open until filled