

TEAM LEADER

DEPARTMENT: HEALTH & SOCIAL DEVELOPMENT

TERM: TEMPORARY FULL- TIME

COMMUNITY: HOPEDALE

CLOSING: APRIL 11, 2024

Responsibilities:

- Accountable for preparation, implementation and delivery of programs according to the Community Health Plan.
- Administrative responsibility over DHSD buildings, including scheduling, general cleanliness, and maintaining supplies and equipment inventory. Responsible for monitoring usage and maintenance of all DHSD vehicles.
- Responsible for hands-on program delivery, as needed.
- Implement and ensure staff follow policy and procedures manuals.
- Responsible for supervision of community staff including job orientation performance appraisals, discipline and follow-up in conjunction with the Human Resource Division and off-site supervisor where applicable.
- Preparation of annual budgets, ensuring budget control and accountability.
- Responsible for securing extra funds for special projects through grant and proposal writing and for subsequent reporting requirements.
- Responsible in full or in partnership with other Divisions for the preparation, planning and safety aspects of Land Based programming.
- Responsible for work and training schedules for community staff and conducting staff meetings.
- Prepares monthly and annual reports for the Director of Community Programs.
- Establish and enhance partnerships with community stake holders, groups, organizations and agencies.
- Responsible to be a member of the community office OH&S Committee as the Employer Representative.
- Travel as required.
- Other related duties as required.

Qualifications:

- Certificate and/or Diploma in Office Administration and/or Health Administration or an acceptable level of education and work experience.
- Strong written and oral communication skills, strong leadership skills and experience in relationship building.
- Proven ability to manage human and financial resources.
- Working knowledge of MS Word/Excel/Windows.
- Ability to work independently with minimum supervision.

Assets:

- Bilingual in Inuktitut and English.

Benefits:

- 4% vacation pay with the option to accrue.
- Paid sick leave.

Contact:

careers@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

SULIAKATTINIK SIVUKKATATTIK

SULIAKAPVIK: SULIAKAPVINGA INOSITSIAGITTOTITSIGASUANNIMUT
INUILLU PIVALLIAGUTITSANGINNUT
KANGA: KANGAULIPPAT SULIAKAJUTSAIT
NANI: HOPEDALE-IMI
KILLILIPVINGA: ÂPREL 11, 2024

kamagijatsat:

- Atuinngutjiongugialik, atuliaKititsigialik, aulatsiongulluni-lu suliangugialinnik malillugu Nunalinni Inosiligijet Pannai-gutaumajumik.
- Aulatsijiugialik suliaKapvinginnik DHSD-kut, suliaKautit-sanikatuinnagutjigialik, salummanninnillu suliaKapvet, atugatsanik salummasaigutinillu kamatsialuni pitaKainnan-immik. AulatsigiaKammijuk atuttauninginnik kamagijauning-innilu ilonnainik DHSD-kut ingiggautinginnik.
- Aulatsigialik ikajuttaugutiukattatunuk, pigiaKaguni.
- AtuliaKititsigialik, kamatsialunilu suliaKattet malinningit maligatsanik pusiugialinnilu allanginnik.
- Aulatsijiugialik kamagiamik suliaKattinik nunammini suliaK- agiasitainnatunillu suliaKausinginnik Kaujisalluni, inittigi-giaKagunilu malitsianinginnik kamalluni SuliaKattet Aulat-sijinginnik ikajulluni, aulatsijinnilu asinginnetunuk nunamini pigiaKaguni.
- Atuinngutjigialik jârimi kenaujaligiutinik, kamatsialuni ke-naujaligiutinik, Kaujitsiutinillu.
- kenaujatsasiugialik ikajuttaugutitsanut tuniggusiattigut, Kinugautittigullu, Kaujisautiliugatsanillu pikKujausinik.
- Aulatsigialik ilonnatigut ikajuttinullu asingita suliaKapving-innik atuinngutjinimmi, pannainimmi, pilukattailigiutinillu nunani ikajuttaugutiukattatunuk.
- Aulatsigialik suliatanik ilisautiujutsanik nunalinni suliaKat-tinik katimaKattaninginnilu suliaKattingita.
- Atuinngutjigialik takKimi jârimilu Kaujisautinik Aulatsijimut Nunalinni Ikajuttaugutinik.
- SuliaKaKatikagialik pusiiumititsigialillu ikajuttigekattatunuk nunalinni, katingajinik, suliaKapvinillu.

Ilisimausigigialingit:

- NalunaikkutaKagialik SuliaKapvimi Aulatsijiugiamut Ino-siliginimullonet Aulatsijiugiamut nâmmagijaujumillonet ilinniatitaumalluni suliaKasimallunilu.
- Allakatatsiasonguluni uKâlaKatikatsiasongullunilu, aulat-sijiunimmik pitsiagunalluni, suliaKasimallunilu ikajuttigen-nimik.
- Kaujimajautsiagialik aulatsigunaninga suliaKattinik ke-naujaliginimillu atugatsanik.
- Kaujimajutsak Kagitaujattigut atujauKattatunuk ukuninga: MS Word/Excel/Windows.
- Namminik suliaKatsiasongugialik kamagijauginnagani.

Ikajuttaugotet:

- 4% -timik nukKangaviujuni pigiaKaguni ikajuttaugutiKalluni pitjutilimmik kenaujaliunnet akittugiannimik.
- Kanimaliguni suliaKagani akilittutaulluni.

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

kamagijatsat:

- kamatsiagialik katimaKatiulluni nunalinni suliaKapvingani OH&S-imi katimajinginni suliaKattinik kiggatuttiuluni.
- AulaKattagiaKaguni aullaKattaluni.
- Asinginnilu suliatSanik pigiaKaguni.

Ikajuvalligajuttuk:

- UKâlasongulluni Allasongullunilu Inuttitut Kalunnâtitullu.

Kaujisallutit:

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Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliatSasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKa-tigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliatSasiugutimmilonnet ottugannimi.