

TEAM LEADER

Department: Health & Social Development

Term: Permanent Full-Time

Community: Hopedale

Closing: June 1, 2026

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.
- Certificate in CPR and First Aid

Benefits:

- Competitive Paid Leave Package
- Travel Benefit
- Labrador Allowance
- Group insurance including health and dental
- Group pension

Contact:

careers@nunatsiavut.com

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

SULIAKATTINIK SIVUKKATATTIK

SuliaKapvinga: suliaKapvik inositsiagittotitsigasuannimut Inuillu pivalliaugutsanginnut

SuliaKautigialingit: SuliaKainnaluni Ilonnainik SitontiKalluni

Nani: Hopedale-imi

killilipvinga: Joni 1, 2026

kamagijatsat:

- Atuinnagutjionsugialik, atuliaKititsigialik, aulatsisongulluni-lu suliangugialinnik malillugu Nunalinni Inosiligijet Pannai-gutaumajumik.
- Aulatsijiugialik suliaKapvinginnik DHSD-kut, suliaKautit-sanikatuinnagutjigialik, salummanninnilu suliaKapvet, atugatsanik salummasaigutinillu kamatsialuni pitaKainnan-immik. AulatsigiaKammijuk atuttauninginnik
- kamagijauninginnilu ilonnainik DHSD-kut ingiggautinginnik
- Aulatsigialik ikajuttaugutiKattatunik, pigiaKaguni.
- AtuliaKititsigialik, kamatsialunilu suliaKattet malinningit maligatsanik piusiugialinnilu allanginnik.
- Aulatsijiugialik kamagiamik suliaKattinik nunammini suliaK-agiasitainnatunillu suliaKausinginnik Kaujisalluni, inittigi-giaKagunilu malitsianinginnik kamalluni SuliaKattet Aulat-sijinginnik ikajulluni, aulatsijinnilu asinginnetunik nunamini pigiaKaguni.
- Atuinnagutjigialik jârimi kenaujaliutiunik, kamatsialuni kenaujaliutiunik, Kaujitsiutinillu.
- kenaujatsasiugialik ikajuttaugutitsanut tuniggusiattigut, Kinugautittigullu, Kaujisautiliugatsanillu pikKujausinik.
- Aulatsigialik ilonnatigut ikajuttinullu asingita suliaKapving-innik atuinnagutjinimmi, pannainimmi, pilukattailigiutinillu nunani ikajuttaugutiKattatunik.
- Aulatsigialik suliatanik ilisautiujutsanik nunalinni suliaKat-tinik katimaKattaninginnilu suliaKattigita.
- Atuinnagutjigialik takKimi jârimitu Kaujisautinik Aulatsijimut Nunalinni Ikajuttaugutinik.
- SuliaKaKatiKagialik piusiumititsigialillu ikajuttigeKattatunik nunalinni, katingajinik, suliaKapvinillu.
- Kamagialik ilaliugutilinnik nunalinni suliaKapvinginni OH&S katimajinginnik suliaKattiliuni
- aulaKattaluni pigiaKaliguni
- asinginnilu pigiaKagunni

Ilisimausigigialingit:

- ilitjigautiKalluni amma /ubvalu nalunaikkutaKalluni suliaKapvimi kamajiusongunnimut amma/inositsiaginnimut aulatsijiulluni ubvalu piujummik ilinniasimalluni amma suliaKasimagelluni
- allasiasongulluni amma uKalatsiasongulluni, pitsatujumik pitsiasognuluni kaujimatsialunillu suliaKatiKatsiagamik
- KaujimauiKagilluni suliaKattiKagamik kamasongulluni inuligijet ilisimagjanginnut amma kenaujajigejiulluni
- suliaKasongulluni Kaujimalluni MS Word/Exel/Window
- imminik suliaKatsiasongulluni ikajuttaugani

Atuvalligajattut:

- Inuttitut amma Kalunatatit uKalasongulluni
- nalunaikkutaKalluni CPR amma First Aid

Ikajuttaugotet:

- SuliaKatsiasongulluni Akilittutaulluni nukKangaviujuni Akilittutaulluni
- Namutuinnak aigalannimut IkajuttaugutiKalluni
- Labradorimi IkajuttaugutiKalluni
- katingautik Insurins-siKalluni ilagijautillugu inositsiagittotitsigasuannimut amma kigutiligijaunnimi
- katingautik utittitaugutik InutuKaunimmut

Kaujisaallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.