

EMERGENCY SHELTER COORDINATOR

Department: Health & Social Development

Term: Permanent Full-Time

Community: Hopedale

Closing: July 30, 2026

Responsibilities:

- Responsible for all aspects of supervision of staff including recruitment, orientation, staff development and competency training, work schedules, timesheets, etc.
- Managing budgets for purchases for the shelter including groceries, household equipment/items, administrative items, etc.
- Continuously explore best practice/creative solutions to housing and supportive services for individuals with multiple challenges
- Develop relationships with individual clients with the shelter to assist with case management meetings, assist with placement decisions and help Emergency Shelter Workers address challenging behaviors and/or mediate conflicts
- Daily tasks such as grocery shopping, freight pick up, meet and check in with clients, review daily notes, etc.

Assets:

- Bilingual in Inuktitut and English.

Qualifications:

- Supervisor Experience would be an asset but not required.
- Demonstrated strong Decision-Making Skills and delivering effective solutions
- Open minded and adaptable, embracing new ideas, feedback, and changing priorities
- Excellent Communication Skills ensuring alignment throughout the Staff
- Highly responsible/reliable and maintaining accountability.
- Empathetic and understanding, skilled at active listening and building trust with both staff and clients
- Strong Problem-solving abilities with a calm approach to overcome challenges
- Demonstrated knowledge and experience in working with people facing challenges including intergenerational trauma, addictions, mental health issues and homelessness
- Code of good conduct

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.

kamagijatsat:

- kamagialik ilonnainik aulatsiluni suliaKattinik ammalu Kini-jaKattalugit suliaKattisat, sungiutisaKattaluni, suliaKattet pivalliautauningit ammalu ilinniatiKattalugit imminik pisongugiamut, isumagillugit ullusanginnik, sitontingit suliaKasimannimut kamagiKattalugit.
- AulatsiKattaluni kenaujalittâjunik pisiniagiamut tujummi-uvitsanik, niKitsanginnilu, illumi suliaKautitsanik/piKutinik, aulatsivimmi atuttaugialinnik.
- kamainnaluni Kaujisalluni piunippaugajattunik atulluni/sakKititsiluni sittutitsiutitsanik illunut ammalu ikajutsigiamut atugatsanik immigojunik unuttunik uKumaitsatillugit.
- Ilagetsiatsiluni immigojunik ikajuttaugialinnik illusanginnik tujummiuvitsanik ikajullugit aulatsigiamut katimajuni, ikajullugit initsanginnogialet Kanuk pijutsaumangâta ammalu ikajulluni ikajuttaugialinnik illusangita suliaKattet kamagillugit uKumaigiKattajangit ammalu/upvalu nâmmasigiuatingit.
- Ullutamât ikajuKattaluni sollu niuvinniagiaKattaluni, tikit-tuKappat aitsiKattaluni, katiKatiKattaluni kamagitsialugillu kamagijangit, allatausimajunik atuatsiKattaluni ullutamât, asinginillu

Ikajuttaugotet:

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

Ilisimausigigialingit:

- kamajiugiamik Kaujimagelluni ikajuvalligajattuk, tâvatuak pigumajaulungitogaluak
- Takutitsigunnauni pitsatujumik isumatsasiugiamik Kaujimagelluni ammalu sakKititsiKattaluni kamagijaugesimajunik
- Isumatsasiugiamik Kaujimatsialuni amma katingaKatiKagiamik, nutânik isumatsasiusongulluni, uKagumajunut, tautseKattaluni sivulliutitsisongulluni
- Piujumik uKâlasonguniKalluni allasiasonguniKalluni, asiminillu suliaKaKatiKatsiasongulluni suliaKatiminik
- Pitsatujumik kamatsiasongulluni/pivitsaKatsiasongulluni tigumiatsiasongulluni malitsiasongulunilu
- KaujimatsianiKalluni ippinianninginnik amma tukisiatsiasongulluni, Kaujimatsiagelluni nâlatsiagiamut amma suliaKapvinginni uppigusipvisannik suliaKattinginnik ikajutaminnillu
- Pitsatujumik uKumaittajunik Kaujimatsialuni ikajutsiasongulluni pitsiasongulluni âkKisiagiamik uKumaittunik
- Takutitsigunnauni ilisimautiKalluni amma Kaujimagelluni suliaKatiKagiamik inunnik uKumaittajunik ammalu ilageti-
gut uKumaittukosimannimik, uigiluKatautlutik sâlaumau-
tigijauKattatut inositsiagittotigasuanimi amma namminik
angiggaKangitunik.
- Tukisinatsiatumik SiKumitsisimanginimmut Maligatsanik NalunaikkutaKalluni

Atuvalligajattut:

- Tamâginnik uKâlasongugugialik Inuttitut Kallunâtittullu

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullugani.