



Employment Opportunity — Qupanuaq, Arctic Children and Youth Foundation

## Health Systems Program Coordinator

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**Location:** Nunavut (Qikiqtani region)

**Hours:** Monday–Friday, 9:00 a.m. – 5:00 p.m.

**Status:** Full-time | One-year contract with 3-month probation period

**Salary:** \$127,644 (\$93,636 base salary + \$16,008 NLA + \$18,000 Housing Stipend )

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### About Qupanuaq

Qupanuaq is a ICFI service coordination and advocacy hub for the Qikiqtaaluk region of Nunavut, operating under the Arctic Children and Youth Foundation. The Inuit Child First Initiative (ICFI) is a federal program committed to ensuring Inuit children can access the supports they need to thrive. Qupanuaq is part of how that commitment becomes reality — working alongside families to connect them with essential health, education, social, and cultural services, and the necessities of life.

We work across four areas:

**Service Coordination:** We provide individual navigation, advocacy, and ICFI funding support to foster strong and proud Inuit children and families.

**Programs:** When we identify recurring gaps, we partner with government, NGOs, and Inuit organizations to build high-impact, data-driven programs — from food security to mental health.

**Policy Advocacy:** We advocate for systemic change to eliminate service gaps for children and youth in Nunavut.

**Research:** In partnership with academic institutions, we evaluate ICFI-funded programs to build local, community-driven evidence for what works in child wellness.

### The Opportunity

This is a rare opportunity to lead impactful, gap-filling health programming for Inuit children and families in Nunavut. As Health Systems Program Coordinator, you will take ownership of the day-to-day operations of Qupanuaq’s health programs — including speech therapy, behavioural therapy, and blind and low vision services — and play an active role in developing new programs where emerging needs are identified.

You will carry a caseload of children with medical and developmental needs, working in close collaboration with clinicians and the Qupanuaq service coordination team. We work directly with the local health system to streamline services and ensure we are filling genuine gaps, rather than duplicating them. Among the highlights of this role: you will help launch Nunavut’s first

coordinated autism program, a milestone initiative that will shape how the territory supports children and families for years to come.

## **Key Responsibilities**

### **Program Leadership and Operations**

- Oversee daily operations of health programs including speech therapy, behavioural therapy, and blind and low vision services;
- Coordinate client appointment scheduling across health programs and manage logistics with therapy providers;
- Organize and maintain clinical note documentation and support case conference preparation and coordination;
- Participate in regular meetings with therapy providers to support coordinated, consistent care;
- Plan and coordinate program delivery in alignment with ICFI funding and partner agreements;
- Integrate Inuit culture and Inuktitut throughout all programming;
- Maintain accurate, confidential program records and meet all reporting requirements.

### **Health System Relationships**

- Build and sustain strong working relationships with clinicians including speech-language pathologists, behavioural therapists, and vision specialists;
- Liaise with GN health leadership to coordinate service access and address systemic barriers;
- Collaborate across government, NGO, and Inuit organizational partners to strengthen program delivery.

### **Client & Family Support**

- Provide culturally safe, responsive case management in collaboration with clinicians and the Qupanuaq team;
- Support families in navigating health systems and accessing services their children are entitled to;
- Identify unmet health needs and contribute to responsive programming solutions.

## **What You Bring**

- Experience in program coordination, preferably in health, social services, or community services;
- Prior background in nursing, public health, and/or health service delivery is a strong asset;
- Demonstrated ability to build collaborative relationships with clinicians and health system partners;
- Attention to detail and strong organizational skills;
- Strong oral and written communication skills;
- Ability to work effectively in a complex, high-demand environment;
- Fluency in Inuktitut is an asset;
- Satisfactory police records check including vulnerable sector screening required.

## **How to Apply**

Submit your application to: **[jeneca@acyf.ca](mailto:jeneca@acyf.ca)**  
Jeneca Fanjoy, Qupanuaq Director