

Employment Opportunity Jordan's Principle Coordinator

The Jordan's Principle Community Based Coordinator will provide direct services to Registered Eagle Lake First Nation children, youth and their families ages 0-18 years who reside both on and off the First Nation. This will ensure that members have access to consistent health, education and social supports through Jordan's Principle

Services will take the form of identifying unmet needs through engagement and relationship building, ensuring children receive quality and culturally appropriate services and supports, data collection, record keeping, obtaining consent, forwarding referrals to ISC to obtain prior consent.

Duties and Responsibilities

- Implement service coordination for First Nation children and their families by providing access to resources to health, education and social supports through Jordan's Principle.
- Help children and their families access health, education and social support through Jordans Principle and navigate existing federal. provincial/territorial health, educational programs and social services to address a child's needs.
- Identify unmet needs, develop and submit requests to ISC Focal Points on behalf of children, Youth and their families.
- Nurture relationship building and identify/develop possible models of service delivery that will improve timely access to services for First Nation children residing in or outside of the First Nation community.
- Ensure children receive quality and culturally appropriate services and supports and provide access to Culturally appropriate health education and social services across all stages and level of care.
- Collaborate and build relationships with social and education staff to facilitate necessary services and support.
- Data collection and analytical activities to better understand the scope of children's needs and service gaps.
- Proactively identify children with unmet needs to facilitate early intervention and timely access to services.
- Ongoing follow-up with clients/families and key contacts to ensure children receive and maintain the necessary services required.
- Ensure that service coordination functions do not delay the submission of Jordan Principle requests for children's/families/service providers.
- Obtain an understanding of processes, protocols, target groups and mandates to ensure effective program delivery.
- Conduct community presentations and information sessions to increase awareness of the Jordan's Principle program.
- Promote holistic wellness that focuses on the mental, spiritual, physical and emotional needs of children and their families.
- Establish linkages and working relationships with community services providers to support children's access to culturally appropriate health, education, social services and support.

Education and Experience:

- Diploma/Bachelor Degree in Human Services, Social Service Worker, Nursing, Business Administration or Office Management.
- Previous work experience developing programs and services geared to the needs of children ages 0-18 and their families in need of support services,
- Ability to communicate effectively with parents, Teachers, counsellors, psychologists and mental health workers to determine the necessary supports for children with specific needs.
- Ability to review and understand individual assessments completed by qualified practitioners.

Required Skills/Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Attention to detail.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks.
- Ability to act with integrity, professionalism, and confidentiality.
- Excellent Communication Skills
- Proficient with Microsoft Office, Excel and other related software.
- Familiarity with family and student needs.
- Previous proposal development skills.
- Familiarity with budget preparation.
- Act as an advocate for students and their family.

Please forward your resume and three references to;

Attention: Chief and Council

Eagle Lake First Nation

P.O. Box 1001

Migisi Sahgaigan, Ontario

P0V-3H0

Fax; 807-755-5696

Phone: 807-755-5526

Email: politicalcoordinator@migisi.ca

Deadline Date for applications: November 17, 2023 by 12:00 p.m.

Note: This position will require a recent criminal reference and vulnerable persons check.