

Internal Employment Opportunity Jordan's Principle Service Coordinator

The Jordan's Principle Community Based Service Administrator will provide a coordinated approach to service delivery for all approved Jordan's Principle applications submitted on behalf Eagle Lake First Nation members 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

The Community Based Jordan's Principal Service Administrator for Eagle Lake First Nation will work closely with the Jordan's Principle Service Coordinator to ensure Children and Families receive the necessary support to ensure successful follow through of individual requests specifically, financial documentation, accountability and reimbursement.

Primary duties associated with this role include.;

- Coordinated approach to service delivery for all approved requests.
- Consult with service providers to ensure appropriate level of services are received,
- Financial monitoring/management of all costs associated with billing/ receipts for specific home repairs/upgrades professional services, specialized devices, clothing, special diets, assessments, medication, etc.
- Consultation with Finance Department to process and approve all upfront financial costs associated with individual requests.
- Coordinate, document, file all pertinent financial data for audit purposes.
- Develop a reimbursement process with ISC, First Nation Inuit Health Branch for financial recovery to ensure that ongoing funding is available to support under privileged children/families.
- Direct consultation with internal/external service providers to ensure the implementation and completion of all necessary requests.
- Consultation with Eagle Lake Finance departments to monitor funding requests and reimbursement process.
- Collect, file and secure all financial documentation pertaining to individual requests specifically, budgets, receipts, and reimbursements.

Education and Experience:

- Diploma in bookkeeping, accounting.
- Previous experience in a finance capacity with an understanding of the importance of documentation, file maintenance, audit process, etc.

Specific Skills and Abilities

- Ability to communicate effectively with coworkers, contractors, finance department and other organizations necessary to ensure the successful coordination of all necessary services/supports within each individual application submitted on behalf of families/children.
- Clear understanding of managing/monitoring financial data and collection of confidential information
- 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 accounting software.
- Familiarity with budget preparation and financial monitoring and management.

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.