



# Jordan's Principle Coordinator

## Reporting to Child & Family Wellbeing Manager

### Child & Family Wellbeing Department/Health & Social Services

**PERMANENT  
FULL-TIME @ 35 HOURS  
PER WEEK**

**Normal Work Hours:**  
Monday – Thursday:  
8:15am to 4:30pm  
&  
Friday:  
8:15am to 1:15pm

**This is an in-office  
position.**

**Salary:**  
Start Rate - **\$32.07 to  
\$34.77 per hour\***

\*While Alderville First Nation Salary Grid will apply – **start rate will be commensurate with experience.**

**Benefits:**

- ✓ Paid Vacation!
- ✓ Paid time off over Holiday Shutdown!
- ✓ 14 Statutory Holidays!
- ✓ Paid Sick Leave!
- ✓ Group Health & Dental Benefits including Long-term Disability (LTD) and Employee Family Assistance Program (EFAP)!
- ✓ Pension Plan with Employer Match!

**JOB SUMMARY:**

The *Jordan's Principle Coordinator* will provide guidance, support and advocacy to Alderville First Nation children and their families accessing Jordan's Principle health, education, and social support services. The *Coordinator* will help with understanding the claims process, completing claim forms, and navigating the Jordan's Principle application process on behalf of AFN families to address a child's needs. As well, the *Coordinator* will identify and coordinate Jordan's Principle funding opportunities for AFN departments and groups based on the needs of the community.

**KEY JOB FUNCTIONS:**

- Engage and educate AFN families on Jordan's Principle services and process.
- Assist with applications including completing paperwork, gathering pricing quotes, gathering required supporting documentation and submission of applications.
- Ensure thorough understanding of child/family/department's needs and research additional funding opportunities based on those needs.
- Assist with navigating the full range of existing federal, provincial and First Nations health and social programs and services to address needs.
- Coordinate with relevant service providers, agencies, and departments to ensure the timely provision of necessary services and supports.
- Work in collaboration with internal service teams and external service providers to ensure comprehensive support for children and families.
- Address barriers or challenges by facilitating communication between families, service providers, and other stakeholders.
- Conduct comprehensive assessments to identify the unique needs of children and develop individualized and or group service plans.
- Advocate for the rights and well-being of Alderville First Nation children, both on and off reserve, in accessing appropriate services under Jordan's Principle.
- Provide information, education, and support to families, community and staff regarding available services, entitlements, and the navigation process.
- Complete financial and general reporting requirements for funding agreements.
- Develop and submit proposals as required.
- Raise awareness and promote the application of Jordan's Principle.
- Collaborate with community and departments to identify "unmet needs" and work together on Jordan's Principle applications to address those needs.
- Maintain accurate and confidential records of all client interactions, applications, service plans, and progress reports.
- Remain current in Jordan's Principle policies, procedures, and best practices by attending relevant meetings and training.
- Familiarize self with all Department of Indigenous Services Canada (ISC) documentation related to the Canadian Human Rights Tribunal and Jordan's Principle.

**MINIMUM QUALIFICATIONS:**

- Post secondary education (Diploma or Degree) in a related field (e.g., Social Work, Social Services, Human Services).
- Minimum 3 years experience coordinating and/or managing programs and health related services.
- Minimum 2 years direct experience with First Nation children and families.

*Considered an asset:*

- Strong knowledge of Jordan's Principle services and application process.
- Knowledge of Alderville First Nation community, traditions, teachings, culture, protocols, and practices.

*Minimum Requirements:*

- CPR and First Aid, and AED; ongoing renewal as required to maintain current certification.
- Criminal Reference check and Vulnerable Sector Search are required if employment is offered.
- Must have valid class 'G' Ontario Driver's License, \$1M liability insurance and access to reliable transportation.

**PREFERRED EXPERIENCE:**

- Demonstrated ability to work from a trauma informed lens with compassion and empathy.
- Ability to work independently and as part of a multi-disciplinary team.
- Excellent oral/written communication and interpersonal skills.
- Ability to prioritize, multi-task and organize work effectively and under pressure.
- Demonstrated proposal writing, report writing and presentation skills.
- Ability to follow direction and maintain confidentiality.
- Exceptional familiarity with technology and desktop applications (MS Office, Zoom, Outlook, etc.)
- Work experience with a First Nation or Indigenous Organization.
- Experience and/or training in Privacy Legislation.
- Experience with finance.

**\*\* For full job description, contact Human Resources\*\***

**DEADLINE TO APPLY:** *Tuesday, October 22, 2024.*

**HOW TO APPLY:** Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

**HOW TO CONTACT:** Human Resources Recruitment  
Phone: 905-352-2011 ext. 217  
Email: [humanresources@alderville.ca](mailto:humanresources@alderville.ca)

**Note:**

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

*Chief & Council retain the right to make the final decision on the selection of the successful candidate.*