



CONSTANCE LAKE FIRST NATION
P.O Box 4000 37 Wa-Wa-Ska-Shoo St.
Constance Lake, Ontario - P0L 1B0
Telephone (705) 463-4511 – Fax (705) 463-2222
General e-mail: clbo@clfn.on.ca
Website: www.clfn.on.ca

Jordan's Principle Writers
3 positions

OVERVIEW:

Jordan's Principle makes sure all First Nations children living in Canada can access the products, services and supports they need, when they need them. Funding can help with a wide range of health, social and educational needs, including the unique needs that First Nations, two-Spirit children and youth and those with disabilities may have.

PREFERRED QUALIFICATIONS:

- Valid Ontario driver's license and insurable – must be able to drive independently
- without the need of secondary licensed driver in the vehicle
- Criminal record check including Vulnerable Sector clearance
- Post-Secondary diploma or degree in health/social sciences, business, or related
- Experience in First Nations Health Administration and or in Service Coordination/Management
- Knowledge and understanding of the Constance Lake First Nation community and their needs/concerns

DUTIES AND RESPONSIBILITIES:

- Applying for Jordan's Principle funding on behalf of clients. Requests for application may come from clients and applicable health care service providers, community organizations.
- Provide a collaborative, client-driven system to guide children and their families through comprehensive array of services
- Support a child and family-centered approach to coordinating and connecting services
- Identify required services and supports that would benefit the child under Jordan's Principle.
- Work towards establishing multi-disciplinary hubs for families when the services they require involves several professionals
- Help families navigate the health and social systems in a timely manner
- Assist with referrals for assessments to appropriate professional, or provide assessment if within the scope of practice
- Uphold confidentiality and safe keeping of all documents and records
- Develop and maintain work files that are accurate, up-to-date, and concise
- The ability to build relationships with families and community service agencies
- Liaise and work effectively with service providers, collateral agencies and organizations
- Develop and submit proposals as required
- Other duties as required and assigned
- Client file maintenance
- This job requires collection and reporting of data to the ISC
- Understanding of culture and holistic health models which support children
- Case management experience

Please submit your resume, cover letter and 3 references either by mail, fax or in-person at the Band Office or by email to:

Edith Moore, Human Resource
Constance Lake First Nation
P.O. Box 4000
Constance Lake, ON P0L 1B0
Fax: 705-463-2222
Email: edith.moore@clfn.on.ca

DEADLINE FOR APPLICATIONS:

Until Positions are filled

Please note that only candidates selected for an interview shall be contacted.