MATAWA FIRST NATIONS MANAGEMENT

Job Description

Jordan's Principle Navigator

QMS No.: FIN-HR-TEM 065 **Dept.:** Finance/Admin. **Rev No/Date:** / **Issue Date**: Jan. 18/11 **Approved Angelle Rebelo HRD**

PURPOSE OF THE POSITION

Matawa Chiefs acknowledge the high number of Matawa children requiring support through the Jordan's Principle program requiring assistance and a coordinated approach in completing individual applications for Matawa Members and are in support of the development of the Jordan's Principle Program.

SCOPE

The Jordan's Principle Navigator will be responsible for providing administrative support to the Jordan's Principle Program and making sure the continued smooth operation and accountability.

Jordan's Principle's mandate is to make funding available for First Nation children, families, and communities, promoting substantive equality by providing for culturally appropriate services that safeguard the best interests of the child.

RESPONSIBILITIES

- Assist community members with completing Jordan's Principle applications;
- Connect community members with the resources needed to fulfill their Jordan's Principle applications once approved (e.g. finding the right service provider, ordering equipment, requesting support letters, etc.);
- Ensure that all services and supports provided are culturally competent and sensitive to the unique needs of the community;
- Maintain regular communication with families, service providers, and other stakeholders to ensure coordinated and effective delivery of services;
- Travel within and outside of the community to meet with community members and assist them in identifying unmet needs;
- Facilitate the payment of services both in person and online, ensuring timely and accurate processing of payments to service providers and vendors.
- Ensure continuity in children's access to services and supports (e.g. ensuring supports are provided through Jordan's Principle both in the home and at school);
- Educate community members and staff and service providers in the community about Jordan's Principle;
- Assist the First Nation and other service providers to make group applications to Jordan's Principle where appropriate;
- Collect data on Jordan's Principle usage in the community (e.g. what services are applied for, what are utilized, what are shared unmet needs); and promote the spirit and intent of Jordan's Principle in the community;
- Advocate for clients in the program and provide support to assist families develop their child's developmental needs;
- Assist families for locating resources that cultivate recreational, social and/or educational activities for children and their families;
- Coordinate services, sharing of information within service systems
- Develop and maintain partnerships with other community organizations to create a network of support for families;
- Assist with the development and distribution of resources and materials (e.g., brochures, guides) to raise awareness about Jordan's Principle within the communities.
- Collect and incorporate feedback from families and community members to improve service delivery and client satisfaction.
- Establish and maintain a current, accurate, confidential client reporting system.
- Perform other duties as assigned that contribute to the effective operation of the Jordan's Principle program

KNOWLEDGE, SKILLS AND ABILITIES

Qualifications:

- Post-secondary diploma/degree in social work, Indigenous learning, Aboriginal Child and Family Services Worker, Aboriginal Community Advocacy, Child and Youth Worker or Social Services Worker with a minimum of three (3) years' work experience in community service delivery.
- Valid G Class Driver's License.
- Valid current vulnerable sector criminal records check.
- Valid First Aid/CPR certification.

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Strong communicator - excellent written, oral, and facilitation skills.
- Strong experience in Community Member advocacy with demonstrated experience providing services to Indigenous families, and/or communities.
- Experience working with Indigenous Peoples and Communities, knowledge of Indigenous cultures, traditions, and family dynamics.
- Proven analytical and problemsolving skills.
- Ability to create and maintain a confidential, welcoming, friendly and safe environment for Community Members.
- Knowledge of and established relationships with other service agencies, ability to network and create/maintain these relationships.
- Strong organizational and time management skills, with an ability to plan, define measurable objectives and outcomes, and meet objectives in a timely manner.
- Working knowledge of MS Office Software, internet, and general office equipment.
- Valid G Class Driver's License.
- Valid current vulnerable sector criminal records check and, First Aid/CPR.
- Ability/willingness to travel and to work flexible hours.

Skills

The incumbent must demonstrate the following skills:

- Have a passion for working with Indigenous families and compassion for the challenges they have faced.
- Awareness of community resources relevant to population.
- Demonstrates punctuality and accountability with their time.
- Contributes to the program strategy.
- Open to supervision and feedback, works collaboratively.

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- Acts with integrity.
- Meets established deadlines.
- Manages program and agency change in a positive manner.
- Experienced cultural competency.

Personal Attributes

- Consistency
- Task and results oriented
- Availability, flexibility and open communication
- Accountability, transparency and confidentiality
- Cultural awareness and sensitivity
- Respect, honesty and integrity
- Excellent communicator

WORKING CONDITIONS

The position may require the incumbent:

- To travel and must be able to fly-in to remote communities and airstrips by small aircraft.
- To billet at a private home.

Physical Demands

The Navigator will have to travel throughout Thunder Bay in all types of weather conditions. They may have to lift, carry and manage supplies. They may have to work odd or long hours at times to complete special requests or projects. The Navigator may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The Navigator may have to manage a number of projects at one time and may be interrupted frequently. He/she may find the environment to be busy, noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

Sensory Demands

The position may require the incumbent: to high volume of reading documents may encounter eye strain and occasional headaches

Mental Demands

The position may require the incumbent: to encounter high mental stress, dealing with crisis situation

CERTIFICATION

Employee Signature Printed Name Date I certify that I have read and understand the responsibilities assigned to this position.	Supervisor's Title Supervisor's Signature Date I certify that this job description is an accurate description of the responsibilities assigned to the position.
Chief Executive Officer - Signature Date I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.