JORDAN’S PRINCIPLE SERVICE COORDINATOR
JOB DESCRIPTION

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<tbody>
<tr>
<td>Department</td>
<td>Quality Assurance</td>
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<tr>
<td>Immediate Supervisor</td>
<td>Jordan Principle Supervisor</td>
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<tr>
<td>Location</td>
<td>Sudbury/Manitoulin</td>
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<tr>
<td>Salary Range</td>
<td>In accordance with Salary Scale</td>
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**JOB FUNCTION:**
Under the supervision of the Jordan’s Principle Supervisor, the Jordan’s Principle Coordinator will apply all Department of Indigenous Services Canada and Jordan’s Principle service related funding definitions and Agency coordination and planning activities related to service planning for the children and families that we serve.

**OVERVIEW:**
The Jordan’s Principle Coordinator primary responsibility to act as a focal point for the children and families that we serve. In particular, the Coordinator provides service coordination and planning in cooperation with other agency personnel related to children in care and children not in care of the agency served by Kina Gbezhgomi Child and Family Services.

**DUTIES:**

*Support, coordination, and planning:*

- Review all Jordan’s Principle documentation related to the Jordan’s Principle Orders related to service and financial accessibility from an Agency perspective.
- Familiarize self with agency Jordan’s Principle, service coordination and planning – service workflow processes and make recommendations to modify the process to the Program Supervisor.
- Assist and develop agency Jordan’s Principle (Reporting Templates) with Supervisor for formal submission based on budget and service needs of the agency.
- Work in collaboration with the service teams to identify “unmet needs” and work in collaboration with required team members to lead the completion of Jordan’s Principle applications, respond to documentation requirements, status of approvals and complete appeals.
- Work in collaboration with the service teams and external service providers and First Nations to secure supporting documentation for applications including support letters required by parties.
- Work in collaboration with families served to empower advocacy and assist in navigating the Jordan’s Principle application process.
- To actively participate in internal, external, local, regional or committees/groups in support of coordinating programs and services to the First Nations.
- Participate in internal or external committees as required or requested.
• Liaise and work effectively with the communities served, service providers, collateral agencies and organizations and elders
• Attend and participate as a team member in staff meetings, seminars, and training sessions
• Attend departmental team meetings as a training resource, as required
• Apply agency service coordination and workflow process from intake, ongoing case management and discharge in conjunction with agency mandated and non-mandated programs
• Act as a liaison and provide education and information sessions to agency staff in relation to Jordan’s Principle
• Manage service-related data collection processes as defined by management
• Work in collaboration with assigned finance department staff to ensure that all financial claims related to Jordan’s Principle are processed and managed according to agency policy and procedures
• Work in collaboration with finance lead in coordinating direct vendor to Jordan’s Principle billing processes and invoicing and reimbursement of expenditures assumed by Kina Gbezhgomi Child and Family Services
• Familiarize self with all Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Jordan’s Principle
• Work in collaboration with assigned finance department staff to ensure that all financial claims related to Jordan’s Principle are processed and managed according to agency policy and procedures
• Complete monthly, quarterly, and annual reports as required
• Track and maintain statistical data
• Perform other duties, as assigned and required.

QUALIFICATIONS:

Education

• University degree or college diploma (two year minimum) in a field related to Human Services, Education or Social Work. However, other combinations of skills, education and experience that are relevant may be considered.

Work Experience

• minimum of one-year direct service experience with children and families
• Experience working with Indigenous people, organizations, and communities

Knowledge, skills, and abilities

• Strong ability to motivate and empower participants through presentation sessions
• Superior presentation and public speaking skills
• Broad knowledge of the Child, Youth and Family Services Act
• Understanding and awareness of Indigenous Child Welfare sector is preferred
• Ability to manage multiple projects and tasks simultaneously, with strong time and project management skills
• Knowledge of the Kina Gbezhgomi Child and Family Services mission and values
• Strong communication skills, including written, verbal, and presentation
• Proficient interpersonal skills, including conflict resolution, collaboration, facilitation, negotiation, and team building
• Ability to work well with other managers from a wide range of department areas
• Ability to work flexible hours as required
• Knowledge of KGCFS member First Nation communities as well as the local customs and traditions
• Must possess a valid driver’s license, access to a vehicle, and be willing to travel
• Must provide a clear Criminal Records Check and Driver’s Abstract; and
• Ability to speak Anishinaabemowin is preferred and is a definite asset.

**Proficiency in the use of computer programs for:**
• Word processing – MS Word, Power Point, Publisher, Excel, Access
• E-mail - MS Outlook
• Internet Explorer

**Work Environment**

* The traditional practices of the Anishinabek, from time to time there can be exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage or cedar, may occur within the work setting.

* Positions in the field of Anishinaabe Child Protection can be both mentally and emotionally challenging. The nature of the positions may expose incumbents to high levels of tension when dealing with issues. The tension includes a level of stress that is usually moderate with high levels occurring on occasions.

* The incumbent can expect there will be times they will encounter inclement weather conditions during course of driving.

**Physical Demands**

* While performing the duties of this job, the “Position” will typically be in an indoor setting, the delivery of activities or performance of duties will take place off-site.

* The employee can expect to work a flex schedule that may require work overtime when required or during emergency situations.