


JORDAN'S PRINCIPLE SERVICE COORDINATOR JOB DESCRIPTION

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|  | Department | Quality Assurance |
| | Immediate Supervisor | Jordan's Principle Supervisor |
| | Location | Manitoulin Island / Sudbury |
| | Salary Range | In accordance with the Salary Grid |

Kina Gbezhgomi Child and Family Services (KGCFS) proclaims that we are an Anishinabek Agency servicing Anishinabek people to ensure services are delivered by honoring the Anishinabek way of life. KGCFS is derived from the overall cultural context of the Anishinaabe people. Other conventional child welfare services or approaches may be used and added to supplement the Anishinaabe cultural core of the agency. KGCFS believes that child welfare services outside the Anishinaabe cultural core are secondary to the primary Anishinaabe cultural core, and that child welfare services that are responsive to the cultural circumstances of the Anishinaabe client population take priority. KGCFS will be culturally grounded in its Anishinaabe foundation, beliefs, and practices and will be culturally responsive in its delivery of service while striving to educate, retain, and protect traditional Anishinaabe practices.

OVERVIEW

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.

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 & RESPONSIBILITIES

Support, Coordination, & 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 the supervisor for formal submission based on the 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 the external service providers and First Nations to secure supporting documentation for applications including support letters required by parties.
- To actively participate in internal, external, local, regional, or committees/groups in support of coordinating programs and services to the First Nations.
- Liaise and work effectively with the communities served, service providers, collateral agencies and organizations, and elders.
- Work in collaboration with families served to empower advocacy and assist in navigating the Jordan's Principle application process.
- Participate in internal or external committees as required or requested.
- 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 the 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 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.
- Work collaboratively with all agency staff, the biological parent(s) and caregiver(s), extended family, and the member First Nations as required within your respective position of service.
- Create an anti-oppressive work environment while modeling respect, and professionalism and act as a positive role model with integrity.
- Will complete a Historical Awareness / Self-Assessment and develop an Individual Holistic Wellness Plan including Competency Based Assessment Tools to develop a Cultural

Training Plan and passport with the intent to monitor wellness and enhance and measure cultural congruencies.

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.

Experience

- Experience in working within an Anishinabe Child and Family Well-Being Services is preferred or proven experience in working with Anishinabek people.
- An individual of Anishinaabe ancestry is preferred with a genuine understanding and lived experiences of Anishinaabe worldviews, traditions, customs, and practices.
- The ability to speak the Anishinaabe language is a definite asset and/or willingness for continual learning. Preference will be given to applicants who can speak or write Ojibway, provided they have the skills, ability, and qualifications to do the job.

Conditions of Employment

- Provide a clear Police Records Check and/or Vulnerable Sector Screening Check (As determined by the police department).
- Possess a valid standard First Aid/CPR certificate or be willing to obtain one.
- Have a class 'G' Ontario Driver's License, an acceptable driver's Abstract, access to a reliable vehicle, and be able to travel. A requirement of \$1M Liability Insurance is required if you transport clients.
- May be exposed to potentially hazardous environments this may include driving conditions and volatile situations.
- Willing to carry an agency cell phone, IT equipment, and drive an agency vehicle as needed.
- Can sit/stand for an extended period in front of a computer.
- While performing the duties of this job, the position will typically be within an office setting both on and off-site from the assigned office location.
- Work a standard work week of 35 hours per week, however, the ability to work flexible hours may be required.

SKILLS, KNOWLEDGE, & ABILITIES

- The ability to communicate effectively with the public and colleagues in a pleasant, courteous, and professional manner at any time.
- Maintain an up-to-date knowledge of the Child, Youth and Family Services Act and related legislation. Follows the Agency's existing policies, procedures, and precedents but will become creative/innovative with problem-solving skills and the use of community resources.
- Knowledge of the Differential Response Model for Child Protection in Ontario as well as the Child, Youth and Family Services Act, Ministry standards and guidelines, and Agency policies and procedures.

- Understand social casework principles as they relate to the assessment of family functioning and understanding of the dynamics accompanying intervention with involuntary or hostile clients.
- Ability to relate and interact with clients, colleagues, and community representatives in a professional and purposeful manner.
- Strong ability to motivate and empower participants through presentation sessions.
- Understanding and awareness of the 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.
- Knowledge of KGCFs member First Nation communities as well as the local customs and traditions.

CULTURAL COMPONENTS

- Must possess knowledge, respect, and sensitivity of the Anishinaabe culture and be committed to helping Anishinaabe families strengthen and achieve Mino Bimaadizowin (living the good life) through a healthy level of well-being.
- Expert knowledge of Anishinabe history and oppression including colonization, government interventions including federal and provincial laws, jurisdictions, policies, and effects on the Anishinabek.
- Strong commitment to helping Anishinaabe children and their families in ways that respect Anishinaabe cultural and spiritual healing practices.
- Proven expertise in the ability to perform with cultural safety, cultural sensitivity, and cultural humility with skill to encourage healing.
- Honour all children and youth who may be in transition equally and strive to provide the required support for Lesbian, Gay, Bisexual, Transgender, Queer, and 2-spirited individuals to achieve healthy self-esteem and life enrichment.

WORK ENVIRONMENT

- Given the traditional practices of the Anishinabek, (from time to time) you may be exposed to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage, or cedar which may occur within the work setting.
- Positions in the field of Anishinaabe Child Protection can be both mentally and emotionally challenging. The nature of KGCFs 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 while driving.
- All employees are required to follow the KGCFs COVID-19 Policy.

Proficient in the use of:

- E-mail - MS Outlook
- Word processing (MS Word, PowerPoint, Publisher, Excel, Access)
- Internet Explorer

PHYSICAL DEMANDS

- Sufficient vision and hearing to perform all job duties.
- Able to perform physical and mental activities related to the job duties.
- Able to occasionally lift, up to 12 kg (25lbs) and operate related equipment.
- While performing the duties of this job, the "Position" will typically be in an indoor setting, the delivery of activities will most likely be held outdoors.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

ACKNOWLEDGMENT OF RECEIPT

I certify that I have read, understand, and agree to the responsibilities assigned to the position. I further understand that other duties may be assigned, or my role modified as necessary to meet changing needs of the organization.

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| | | |
| Print Name | Employee's Signature | Date (DD/MM/YYYY) |

I certify that this job description is an accurate description of the responsibilities assigned to the position at present. Management reserves the right to amend roles or duties as required.

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| Denise Morrow | | |
| Print Executive Director Name | Executive Director Signature | Date (DD/MM/YYYY) |