



POSITION TITLE:	JORDANS PRINCIPLE NAVIGATOR
DEPARTMENT:	SUPPORT SERVICES AND ADMINISTRATION
REPORTS TO:	DIRECTOR OF SUPPORT SERVICES AND ADMINISTRATION
CLASSIFICATION:	FULL TIME/CONTRACT (1 YEAR with possibility of extension based on funding)
LOCATION:	PETERBOROUGH, ON or ORILLIA/RAMA
POSTING DATE:	OCTOBER 1 ST , 2021
CLOSING DATE:	OCTOBER 21 ST , 2021

Dnaagdawenmag Binnoojiiyag Child & Family Services is a multi-service Indigenous wellbeing agency. We provide a stable foundation for children, youth, and families, through wraparound services that are culturally based, and family focused.

PURPOSE OF THE POSITION

Reporting to the Director Support Services & Administration the Jordan's Principle Navigator is responsible for addressing existing access gaps for services for children, youth and their families through Jordan's Principle Child First Initiative. The Jordan's Principle Navigator 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 Dnaagdawenmag Binnoojiiyag Child and Family Services.

RESPONSIBILITIES

- Familiarize self with all Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Jordan's Principle
- Familiarize self with agency Jordan's Principle, service coordination and planning – service workflow processes and make recommendations to modify the process to the Director of Support Services and Administration.
- 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
- Deliver, design and coordinate a comprehensive outreach strategy and Jordan's Principle information sessions; promote Jordan's Principle to families, communities and service providers and encourage children with unmet needs and their families to



secure access to needed service and supports and to submit request to ISC on behalf of children and their families.

- Work in collaboration with families served to empower advocacy and assist in navigating the Jordan's Principle application process.
- Act as a liaison and provide education and information sessions to agency staff in relation to 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
- Work with other departments and community collaterals (First Nations and Urban Indigenous organizations) to complete requests in a timely manner and maintain harmonious working relationships.
- Develop an understanding of other related community agencies and their mandates.
- Participate in internal or external committees as required or requested
- Liaise and work effectively with the communities served, service providers, collateral agencies and organizations & elders

OTHER DUTIES

- To complete administrative functions and adhere to all Agency policies, procedures and relevant practices.
- Formalize monthly reports in collaboration with the DOSSA that report Jordan's Principle service coordination service review, analysis and referral activity and service gaps related to mandated and non-mandated service areas of the agency
- Complete monthly, quarterly, and annual reports as required
- Track and maintain statistical data
- Ensure confidentiality and safe keeping of all Agency documents and records
- Develop and maintain work files that are accurate, up-to-date and concise
- Work in compliance with the Occupational Health and Safety Act and any other legislation
- Prepare and submit monthly reports, attendance records and travel expense claims
- Follow the Agency's Human Resource, Finance and other Policies and Procedures in the performance of duties
- Perform other duties, as assigned and required.

POSITION REQUIREMENTS

Education and Experience Requirements:

- College Diploma in Administration
- Two (2) years administrative experience in coordinating social programs/services
- Assists in coordinating focus groups, workshops, etc., to facilitate discussions on Jordan's principle and CHRT initiatives.
- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we service.



- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.
- Experience working within Child Welfare and/or Indigenous Child-Wellbeing setting would be considered an asset.

Knowledge Requirements:

- Knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.

Ability Requirements:

- Strong comprehension of written communication and the ability to write clear and precise communications to meet organizational responsibilities and other administrative requirements
- Proficient interpersonal skill and the ability to establish and maintain collaborative working relationships
- Adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery
- Effectively manage, and secure confidential information.
- Able to work collaboratively in a team environment
- Demonstrated experience with writing proposals, policies and procedure reports
- Demonstrate computer skills with specific competence with spreadsheets, databases, etc.

Mandatory Requirements:

- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC) and Vulnerable Sector Screening (VSS).
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property Damage insurance coverage for at least \$2,000,000.00.

ACCOUNTABILITIES

The employee is required to have a good working knowledge of all laws, rules, regulations, policies and procedures, as well as the Regional Protocol which impact on the employee's specific responsibilities. We undertake to make decisions, as required, which are consistent with these and then to act in a manner which provides quality services to children, youth, families and communities.



Dnaagdawenmag Binnoojiiyag
Child & Family Services

EMPLOYMENT OPPORTUNITY

WORKING CONDITIONS

You will be provided a working location within your region by the Organization.

- Travel within the catchment area will be required.

STARTING SALARY RANGE

- \$58,465.73- \$70,454.37 - depending on qualifications and experience.

TO APPLY

- Please email the following to careers@binnoojiiyag.ca
 - Application for Employment (available at www.binnoojiiyag.ca)
 - Please indicate preferred location in your application
 - Resume (include 3 work related references)
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- As an Indigenous Child Wellbeing Agency, we give priority to applicants who identify as First Nations, Inuit, Métis and those with close affiliations.