

JOB DESCRIPTION

Jordan's Principle Training Coordinator

Social Services

SUMMARY:

The Jordan's Principle Training Coordinator will work closely with the Jordan's Principle Coordinator to assist in developing, implementing training and providing resources to enhance community capacity in implementing Jordan's Principle. The Training Coordinator will develop and foster relationships with communities, Tribal Councils, First Nation organizations and other stakeholders and provide mentorship and advocacy support to ensure communities are best positioned to lead Jordan's Principle implementation.

The Training Coordinator will assist in further development and implementation of a community-based case management model to support and enhance access to services as intended under Jordan's Principle. The Training Coordinator will also be responsible in event planning, training and workshops with the assistance of the Jordan's Principle Coordinator and Manager as required.

DUTIES:

- The Training Coordinator will assist and collaborate with the Jordan's Principle Coordinator to develop and nurture effective working relationships and to build trust necessary for successful partnerships.
- Support and assist the Jordan's Principle Coordinator in the delivery of Jordan's Principle in the NAN territory by arranging, attending and documenting meetings which may be in person, online and may include occasional travel if requested.
- Act as a guide and mentor, providing expertise and guidance necessary to support community readiness and delivery of Jordan's Principle to community-based coordinators
- Develop and provide training and mentorship to community-based Jordan's Principle Coordinators.
- Respond to community requests for assistance in application processes, monitor, assist and advocate in situations where applications are delayed, denied or deemed complex.
- Gather data and monitor the implementation of Jordan's Principle, documenting successes, challenges, and issues in advocacy efforts.
- Coordinate regular meetings and networking calls for NAN Community Coordinators with the support of the Jordan's Principle Coordinator as needed.
- Participate in regular Community Coordinator Networking calls which is to discuss community practices and enhancing Jordan's Principle delivery in the communities.
- Prepare regular reports and updates to the Jordan's Principle Coordinator and Jordan's Principle Manager, which would include administrative duties such as the responsibility of documenting meeting notes/minutes
- Carry out administrative activities associated with Jordan's Principle funding, such as Purchase orders, HRIS requests and other requested administrative tasks including document control in SharePoint

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- Work in conjunction with the Jordan's Principle Coordinator in the planning of conferences, meetings, or delivery of training sessions.
 - Ensure the regular maintenance of an effective filing system for documents along with the Jordan's Principle Coordinator
 - Providing direct support and training for Jordan's Principle Coordinators at the Community and at, Tribal Council levels when required.
 - Provide training and guidance to new employees under Jordan's Principle.
 - Attend all organizational meetings, as requested and adhering to NAN policies, procedures and protocols.
 - Complete all mandatory training assigned
 - All other duties, as assigned.

ACCOUNTABILITY:

The Jordan's Principle Training Coordinator is under the day-to-day supervision of the Jordan's Principle Coordinator and with overall accountability for performance under the Jordan's Principle Manager.

COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education: Post-Secondary education in a social services, health, or related field with a minimum of three (3) work experience or a combination of related education/training related to Indigenous children and youth.

Credentials: A diploma (or degree) in a relevant field, and/or three (3) years related education and practical experience. Criminal reference and Vulnerable Sectors Checks required.

Experience: 3 years of experience working in an office environment and 1-3 years of program-related experience is preferred. Experience working with NAN communities is considered an asset.

Knowledge: In-depth knowledge of Jordan's Principle and current landscape within NAN territory. Understanding of the comprehensive range of ongoing health issues and social service pathway systems, along with a keen awareness of the trends, directions and governance models influencing healthcare and child and youth services within NAN territory.

Interpersonal skills for effective interaction both internally and externally. Demonstrate efficiency and organizational skills. Exhibit excellent oral and written communication skills and time management capabilities. Display the ability to initiate and complete tasks independently, ensuring follow-through on projects.

Proficient in computer skills, including hands-on experience with Microsoft Teams, OneDrive, SharePoint Excel, and Power Point.

Fluency in one of NAN's three languages (Cree, Ojibway, or Oji-Cree) is an asset.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

Working Conditions: Must be able to travel to remote First Nations in commercial and/or small aircrafts. Highway travel may be required at times. Work with the public and community presentations.

ACCOUNTABILITY:

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LOCATION OF WORK: Thunder Bay or Timmins, Ontario

Travel is required for this position.

LOCATION: Thunder Bay, ON

CREATED: October 2024