

JOB DESCRIPTION

Jordan's Principle Coordinator

Social Services

SUMMARY:

As of October 21, 2020, NAN Chiefs-in-Assembly Resolution 20/18 'Support for Full and Meaningful Implementation of Jordan's Principle,' was passed. The resolution provides the directive to implement Jordan's Principle within NAN communities and represent the interest of NAN communities at the regional, provincial, and federal tables. The objective is designed to provide assistance and advocacy including information on Jordan's Principle.

The Jordan's Principle Coordinator is responsible for providing support to the Manager of the department. The position is responsible for meeting the needs of its directed target (funder's priorities) in conjunction with the department Manager and direct responsible for coordinating Jordan's Principle that advocacy is provided to ensure effective and efficient services to First Nation children, youth, and families.

DUTIES:

- Involvement in the planning, implementation and evaluation of a strategic community-led process that will support First Nation ownership and long-term sustainability.
- Liaise and advocate on behalf of NAN First Nations and partners on issues related to Jordan's Principle applications, for the purpose of resolving issues and achieving services for children and youth.
- Provide direct support and training for Jordan's Principle Coordinators at NAN, community and Tribal Council level.
- Schedule, convene, and facilitate meetings as needed and assist with the planning and coordination of workshops, and conferences.
- Represent NAN and Social Services department at government tables, meetings, conferences, workshops as needed for the purpose of presenting or gathering information.
- Required to maintain effective document control for records of activities, decisions, progress reports, compile information and resolutions as it relates to NAN and Jordan's Principle
- Administration requires drafting correspondence, proposals, discussion papers, internal documents, PowerPoint presentations, preparation of meetings, minute taking, filing and assist with other office duties.
- Support the NAN Chief's assembly, and NAN activities as required.
- Attend all organizational meeting as requested and adhere to NAN policies, procedures, and protocols.
- Perform all other related duties as required.

Other

- Must have ability to run errands and attend meetings at various locations during working hours.
- This position may require frequent travel at times by car (personal and or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

NAN CORPORATE SERVICES

100 Back Street, Unit 200
Thunder Bay, ON P7J 1L2
www.nan.ca

Phone (807) 623-8228
Fax (807) 623-7730
Toll Free 1-800-465-9952

Cross Training:

- This position is cross trained to cover the following duties when requested:
 - Creating agendas and transcribe minutes.
 - Photocopying, organizing, and preparing materials for meetings.
 - Arrange/approving travel for staff (if required) in the department as well as for the delegates.
 - Being the liaison for NAN registration.
 - Booking venues, arrange catering.
 - Completing and/or approving purchase orders, preparing cheque reqs, honorariums and submitting vendor payments through the HRIS on behalf of the Manager/Director
 - Correspondence with internal and external partners that attend meetings, conferences etc.
- Provide routine department training to new staff and act as the new employee guide as part of onboarding.

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: Working in NAN communities or other First Nation communities as frontline and service providers roles. Able to identify barriers and services required to meet needs of remote communities and enhance service delivery when needed. Ability to take initiative and problem solve.

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.

Effort: Possess effective communication and interpersonal skills essential for effective interaction both internally and externally, fostering and sustaining productive working relationships. Demonstrates efficiency and organizational skills. Exhibits excellent oral and written communication skills, coupled with adept time management capabilities. Displays 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.

Working Conditions: Provide office support staff duties pertaining to event planning and preparation. 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. Provide training and guidance to new employees under Jordan's Principle. Light physical effort on frequent basis with some heavy lifting (up to 40 lbs) or moving material from time to time.

Primarily desk work with prolonged sitting.

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ACCOUNTABILITY:

The Jordan's Principle Coordinator is under the day-to-day supervision of the Jordan's Principle Manager, with overall accountability for performance to the Chief Administrative Officer.

LOCATION OF WORK: Thunder Bay or Timmins, Ontario