



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Jordan's Principle Coordinator**
 Job Code: FIN179
 Department: Finance - Admin
 Reports to: Community Financial Manager

Date Posted: 11/Jun/24
 Date Closed: 25/Jun/24
 (5:00 pm)

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: 2 Year contract with possibility of extension.
 Availability & Term: Approx. Start Date: July 2024
 Remuneration: Salary Range: \$30.98 to \$38.87 depending on experience.

JOB PURPOSE/SUMMARY

As the primary contact for Jordan's Principle (JP) funding for Rama First Nation, this position will provide guidance, support and advocacy to RFN First Nation children and their families accessing Jordan's Principle health, education and social support services. In addition to providing assistance with understanding the claims process, completing claim forms and navigating the JP application process on behalf of the families to address a child's needs, this position will also identify and coordinate JP funding opportunities for RFN departments and groups based on the needs of the community.

QUALIFICATIONS

- Education:**
 - College Diploma in a related field.
- Skills and Abilities:**
 - Strong knowledge of Jordan's Principle services and application process.
 - Knowledge and understanding of Indigenous issues and challenges faced by RFN children and families.
 - Knowledge of and ability to navigate related programs, services and community resources.
 - Excellent communication skills and the ability to develop and maintain positive relationships.
 - Demonstrated report writing and presentation skills.
 - Out of box thinker, highly organized with strong data management skills.
 - Valid Class G Driver's Licence with access to reliable transportation.
- Experience:**
 - 2 years related experience (e.g. JP specific, writing proposals)
 - Previous administrative experience required.
 - Previous experience working with Indigenous communities and families.
- Other:**
 - A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
 Chippewas of Rama First Nation
 5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
 Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.



Job Description

Job Last Updated:

30/Apr/24

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KEY JOB FUNCTIONS/RESPONSIBILITIES

- Engage and educate RFN families on Jordan's Principle services and process.
- Assist with applications including completing paperwork, gathering pricing quotes, gathering required supporting documentation and submission of applications.
- Ensure thorough understanding of child/family/department's needs and research additional funding opportunities based on those needs.
- Assist with navigating the full range of existing federal, provincial and First Nations health and social programs and services to address needs.
- Coordinate with relevant service providers, agencies, and departments to ensure the timely provision of necessary services and supports.
- Work in collaboration with internal service teams and external service providers to ensure comprehensive support for children and families.
- Address barriers or challenges by facilitating communication between families, service providers, and other stakeholders.
- Conduct comprehensive assessments to identify the unique needs of children and develop individualized and or group service plans.
- Advocate for the rights and well-being of First Nation children in accessing appropriate services under Jordan's Principle.
- Provide information, education, and support to families, community and staff regarding available services, entitlements, and the navigation process.
- Work with community and departments to identify "unmet needs" and collaborate on JP application to address those needs.
- Maintain accurate and confidential records of all client interactions, applications, service plans, and progress reports.
- Complete financial and general reporting requirements for funding agreements.
- Raise awareness and promote the application of Jordan's Principle.
- Remain current in Jordan's Principle policies, procedures and best practices by attending relevant meetings and training.