



Pasqua First Nation #79

Circle of Care Health Centre

Treaty 4 Territory

Box 50
Pasqua, SK. S0G 5M0

JORDAN'S PRINCIPLE SERVICE COORDINATOR

Pasqua First Nation #79 relies on Section 48 of *The Saskatchewan Human Rights Code* to give preference in employment for this position and/or to give preference in the provisions of these services.

Scope of Practice: Under the direction of the Health Director and as a member of the Jordan's Principle Team the primary goal will be to assist Pasqua Nation families with children, both on- and off-Pasqua, by connecting them to the services and resources required and ensuring children receive quality appropriate health, social, and educational services. The coordinator will be responsible for assisting families with completing Jordan's Principle applications, tracking Jordan's Principle applications and their current statuses, contacting families, vendors or professionals, and maintaining records and invoices on file.

Position Duties: Review all Jordan's Principle documentation related to the Jordan's Principle orders connected to service and financial responsibility.

Familiarize self with accessing Jordan's Principle, service coordination and planning – service workflow processes and make recommendations to modify the process to the Health Director.

Work in collaboration with families served to empower advocacy and assist in navigating the Jordan's Principle application process.

Coordinate individualized support services for children and families using integrated child and family-centred approach.

Liaise with other internal and external funding sources to access the best funding opportunities according to client needs.

Assist children and families to navigate the federal and/or provincial health and social systems.

Identify gaps in current services and advocate on behalf of children and families.

Assist PFN children and families with referrals for assessments to appropriate professionals.

Prepare and submit requests for funding and submit financial plans for approved applications.

Reach out to community members and invite them to use the enhanced service coordination.

Enhance community awareness of existing services and supports available through Jordan's Principle.

Build relationships with community members and collaborate with existing community-based services.

Facilitate early intervention and timely access to services and resources through Jordan's Principle.

Familiarize self with all Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Jordan's Principle.

Complete reports as required, Track, and maintain data.

The above statements reflect the general details considered necessary to describe the principle functions of the job and shall not be construed as a detailed description of all the work assignments that may be inherent to the job.

Qualifications:

Education and Experience

A recognized post-secondary diploma or degree in Social Work, Health Studies, Indigenous Social Work, Business or related discipline.

Minimum 1-year practical experience in First Nations Health Administration or Social Services; and navigating through various service agencies and networks.

Knowledge, Skills and Abilities:

Strong understanding of policy, program, and evaluation processes.

Research and analytical skills an asset.

Maintain confidentiality.

Must be proficient in Microsoft Office Suite.

Excellent interpersonal and communication skills.

Ability to deliver program material to citizens and the community.

Ability to work with a multi-disciplinary team of professionals.

Strong writing and reporting skills.

Ability to work independently to plan and prioritize workload demands.

Requirements:

The below requirements must be submitted at the time of application for further consideration, NO EXCEPTIONS.

Cover letter outlining your interest, skills and abilities in the position you are applying for.

Resume with 3 professional references.

Copy of all certifications that relates to the position of interest (must be submitted for salary purposes).

While we appreciate all of those that are interested in working with Circle of Care Health Centre, we will only be contacting eligible applicants for an interview. Salary will be based on education and experience.

Please submit all required documentation to:

Attn: Health Director

Fax: 306-332-3766 Email: reception@pasquahealth.com

Deadline: Open Until Filled