



# *Pasqua* FIRST NATION

## **Circle of Care Health Centre**

### ***Jordan's Principle Intake Officer - 1 Vacant Position***

**Where:** Pasqua First Nation #79

#### **Job Summary:**

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 Intake Officer will be responsible for assisting families with the service delivery of social requests, tracking Jordan's Principle applications and their current statuses, contacting families, vendors or professionals, and maintaining records and invoices on file.

#### **Responsibilities include, but are not limited to:**

- 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 with and support the Jordan's Principle Service Coordinator.
- Serve as a contact person on Pasqua Nation for social requests.
- Support families to access available supports on Pasqua Nation.
- Verify eligibility of the child prior to approving funds.
- Confirm that the recommendation letter is appropriate for the requested service or support and in the best interests of the child.
- 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.
- Familiarize self with all Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Jordan's Principle.
- Document case files.
- Maintain records and invoices on file for audit purposes.

#### **Knowledge, Skills and Abilities:**

- 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 Child and Family Services; and navigating through various service agencies and networks.



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- CPIC and Vulnerable Sector Check required
- First Aid, CPR, WHMIS
- 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 individuals.
- Ability to communicate effectively orally and in writing.
- Ability to work independently to plan and prioritize workload demands.

**DEADLINE: Friday January 19th, 2024**

If you are interested in applying for this position, please submit a detailed resume along with 3 references to:

**Email:** [Kyle.Chicoose@pasquahealth.com](mailto:Kyle.Chicoose@pasquahealth.com)

Fax: (306) 332-3763

Attention: Health Director

PO Box 50

Pasqua, SK S0G-5M0

While we appreciate all of those that are interested, we will only be contacting eligible applicants for an interview.

*The Pasqua First Nation relies on the Saskatchewan Human Rights Code to give preference in employment for this position. Citizens of Pasqua First Nation are encouraged to apply.*