



Victoria Native Friendship Centre  
Internal/External Employment Opportunity – 1 FTE



## Jordan's Principle Service Coordinator

Administration Team

There is a critical importance to this role of a lived understanding of Indigenous communities, history, values and culture, and in keeping with the BC Human Rights Tribunal pursuant to s.42(3) of the Human Rights Code, preference will be given to Indigenous applicants. **Please self-identify in your cover letter.**

Under the supervision of the Executive Director, the Jordan's Principle Service Coordinator will assist with and provide knowledgeable support to First Nations parents/guardians and children seeking support for social and education services including Jordan's Principle funding.

### **DUTIES:** including but not limited to, others may be assigned

- Serves as a point of contact for Indigenous children and families in Greater Victoria, health care providers, and First Nations communities and organization who are requesting grant funds directly related to children and youth.
- Candidate demonstrates knowledge of Indigenous Cultures and supports traditional teachings and practices appropriate to a family system.
- Support clients navigation through a full range of federal and provincial health, social and education services
- Maintains accurate case files and case management
- Work collaboratively within a multi-disciplinary team and network with other resources to promote holistic health and wellness within the family system and environment.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Awareness of Indigenous cultures and issues affecting First Nations Peoples
- Demonstrated skills in report writing and documentation.
- Excellent, oral and written and interpersonal communication skills.
- Knowledge of social, economic, and political issues affecting Haida communities is required
- Knowledge of the traditional language an asset
- Acquire knowledge of Jordan's Principle grant funding and be able to describe eligible and ineligible applications
- Knowledge of Indigenous culture in general and Haida culture and history in particular
- Knowledge of how culture impacts the development of individuals and communities
- Ability to use a variety of computer applications such as Microsoft Word, Outlook, and Excel.
- Must be able to work independently and be reliable and self-motivated.
- Must relate well with families, co-workers, other professionals.
- Must maintain professional standards and maintain confidentiality with respect to their families and work.
- Due to physical requirements of the work, the incumbent must spend a major portion of the work day standing, walking, and/or sitting as well as possible bending and stretching.
- Must provide a clear Vulnerable Sector Criminal record check (form can be located at <http://www.pssg.gov.bc.ca/criminal-records-review/>).

### **EDUCATION AND EXPERIENCE:**

The successful candidate will possess a combination of education and experience that satisfy all of the following:

- Bachelor degree in Social Work, Health field, or related field of study
- A significant combination of education and/or experience related to social work, health care services; and/or education
- Experience in Case Management is required
- Working knowledge of federal, provincial and indigenous organization mandated to provide health, counselling and Child and Family Services.
- As this is outreach work candidate **must** have reliable transportation and hold valid BC class 5 driver's license and clean driving record. (Recent driver's abstract to be submitted)

**SALARY:** Wage rate commensurate with experience  
**HOURS:** 35 hours/week, some evening/weekend hours could be required for staff training.  
**COMMENCES:** January 2021

Please submit your resume and cover letter attention to:

**Ron Rice, Executive Director**

(by mail / fax / email to [admin@vnfc.ca](mailto:admin@vnfc.ca) or in person)

Only those eligible will be contacted. An eligibility list will be established.

# Closing Date: Until Filled

Victoria Native Friendship Centre  
231 Regina Avenue, Victoria BC V8Z 1J6  
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