



Jordan's Principle Service Coordinator

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.**

Do you want to be part of an amazing team that supports First Nations and Inuit children, youth access services and supports? The Jordan's Principle Service Coordinator will assist with and provide knowledgeable support to First Nations and Inuit parents/guardians children and youth seeking support for health, 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 First Nation and Inuit children and their families, care providers, and First Nations communities and organization who are requesting support directly related to children and youth in the areas of health, education and social services
- Understand the breadth and depth of the service delivery landscape as it pertains to services available to First Nation and Inuit children and youth in BC, with the federal, provincial and First Nations service systems and helps children and families access existing resources through these systems
- Build strong relationship and partnerships with frontline workers and professionals, local Provincial and Federal Government services in the health, education and social sector
- Maintain strong relationships with First Nations communities, health, education and social sector service providers and organizations including and not limited to First Nations Health Authority, First Nations Education Steering Committee, Delegated Indigenous Agencies and Friendship Centre's
- Support First Nation and Inuit children and families in the preparation and submission of Jordan's Principle and Inuit Child First Initiative requests when a gap, delay, disruption or deficiency in existing services or support is apparent and
- Track data and provide updates to ISC and identified partners
- 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 and Inuit Peoples
- Demonstrated skills in report writing and documentation
- Excellent, oral and written and interpersonal communication skills
- Knowledge of Jordan's Principle grant funding and be able to describe eligible and ineligible applications
- Ability to use a variety of computer applications such as Office 365
- Must be able to work independently and be reliable and self-motivated
- 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.pssq.gov.bc.ca/criminal-records-review/>).

EDUCATION AND EXPERIENCE:

The successful candidate will possess a combination of education and experience that satisfy 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 will be considered
- Experience in writing submissions for Jordan's Principle funding supports
- Experience in Case Management is required
- Working knowledge of federal, provincial and Indigenous organization mandated to provide health, education, 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: \$30.00 – 35.00 per hour (BCGEU #301)
HOURS: 35 hours/week, some evening/weekend hours could be required for staff training.
COMMENCES: September 2022

Please submit your resume and cover letter attention to:
HIRING COMMITTEE
(by mail / fax / email to admin@vnfc.ca or in person)
No phone calls please, only those selected for interviews will be contacted.
An eligibility list may be established.

Closing Date: Until filled

Victoria Native Friendship Centre
231 Regina Avenue, Victoria BC V8Z 1J6
Telephone: (250) 384-3211 / Fax Number: (250) 384-1586