



EMPLOYMENT OPPORTUNITY **Jordan's Principle Service Coordinator**

Jordan's Principle makes sure all First Nations children living in Canada can access the products, services and supports they need, when they need them. Funding can help with a wide range of health, social and educational needs, including the unique needs that First Nations children and youth and those with disabilities may have.

SUMMARY

The Jordan's Principle Service Coordinator is responsible for coordinating Jordan's Principle service delivery for Bimose Tribal Council member communities' children and their families. Typical duties will include intake, assessment, case management and community outreach.

DUTIES

- Facilitate Jordan's Principle information sessions to Bimose Tribal Council member communities
- Visit Bimose Tribal Council member communities to build relationships with community-based programs and services
- Identify and develop possible models of service delivery that will improve timely access to services
- Ensure children and families receive quality and culturally appropriate services and supports
- Work in collaboration with the finance department to ensure that financial reporting related to Jordan's Principle is processed and managed in accordance with agency policy and procedures
- Support data collection and analytical activities to better understand the scope of children's needs and nature of service gaps, such as distributing annual client surveys provided by Indigenous Services Canada.
- Undertake follow-up with clients and key contacts to ensure the child is receiving the services required

QUALIFICATIONS

- Post-Secondary Diploma in Human Services, Social Work or Education preferred
- Experience in proposal writing and case management
- Experience working with First Nation communities and/or First Nation organizations considered an asset
- Complete a valid Criminal Record Check and Vulnerable Sector Check
- Valid driver's license and ability to travel

Applicants must submit a cover letter, resume and three professional references.

Open until filled!

Please apply online at www.bimose.ca or submit applications via e-mail, or fax to:

Bimose Tribal Council
Attention: Human Resource Manager
598 Lakeview Drive
Kenora, ON, P9N 3P7

Telephone: (807) 468-5551 – Fax: (807) 468-3908 – email: careers@bimose.ca