



EMPLOYMENT OPPORTUNITY

Mnaasged Child and Family Services

POSITION TITLE: Jordan's Principle Navigator	CLASSIFICATION: Permanent Full-time
CLOSING DATE: Posted Until Filled	SALARY: \$45,000 - \$49,423 (based on experience)

GENERAL DESCRIPTION

Under the Program and Services side of MCFS and reporting to the Jordan's Principle Supervisor, the Navigator will be working in a fast-paced environment focusing on application submissions to Indigenous Services Canada (ISC). The Navigator may coordinate and deliver outreach strategies, work internally with fellow staff, liaise with member Nation's designated teams and/or individuals and do intake of applications as assigned by the Supervisor.

RESPONSIBILITIES:

- Provide a collaborative, client driven system to guide children and their families through a comprehensive array of services.
- Support a child and family- centered approach to coordinating and connecting services
- Help families navigate the health and social systems; and determine where and how services can be accessed
- Complete, submit and monitor applications for Jordan's Principle
- Enhance awareness in communities of existing services and supports

Administration and Reporting

- Complete administrative functions and reports, and adhere to Mnaasged's policies, procedures and relevant practices
- Ensure confidentiality and safekeeping of all Mnaasged documents and records

QUALIFICATIONS:

Minimum Education

- Grade 12 SSGD or equivalent
- College Diploma-Social Services Worker or related Social and Human Services academics an asset.

Minimum Experience

- Two (2) years direct service delivery experience working with Indigenous children, families, organizations and communities

Knowledge Requirements

- Knowledge of Mnaasged programs and services, as well as knowledge available and accessible of regional services
- Knowledge of Jordan's Principle program and service framework
- Knowledge of First Nation service delivery, customs and traditions

Special Skills

- Compassion, sensitivity and empathy for needs of applicants
- Excellent interpersonal and communication skills
- Strong organizational, administrative and professional ethics
- Excellent time management skills
- Excellent computer skills in MS Word, Excel, Outlook
- Ability to take initiative and work independently

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check and consent to a Child Welfare Check
- Must have a Class 'G' Ontario Driver's Licence, unrestricted access to a vehicle and the ability to travel
- Must have \$2M automobile insurance coverage
- May be required to work overtime or work flexible hours from time to time

For a full job description please contact Carol Antone, HR Developer at hr.developer@mnaasged.com
519 289-1117 ext. 237

Mnaasged gives preference to any First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.

Please forward your cover letter, resume and 3 working references letters to:
confidential.hr@mnaasged.com

CONFIDENTIAL - Human Resource Department
Mnaasged Child and Family Services, 311 Jubilee Rd., Muncney, ON N0L 1Y0

Only those selected for an interview will be contacted