



## EMPLOYMENT OPPORTUNITY – **Closing Date Extended** Mnaasged Child and Family Services

<b>POSITION TITLE:</b> Jordan's Principle Support Worker	<b>CLASSIFICATION:</b> Permanent Full-time
<b>CLOSING DATE:</b> Friday, November 8, 2024 at 4:30 p.m.	<b>SALARY:</b> \$40,000 - \$45,200

### **GENERAL DESCRIPTION**

Reporting to the Jordan's Principle Supervisor, the Jordan's Principle Support Worker will provide administrative support to Supervisor and program support to Navigators of the Jordan's Principle Unit. The Support Worker along with the Supervisor, will identify the types of information to be reported for data collection and reporting purposes; and other duties as determined by Supervisor.

### **KEY JOB RESPONSIBILITIES**

#### **Program Support**

- Familiarize self with agency Jordan's Principle, service coordination and planning – service workflow processes and make recommendations to modify the data management and collection process to Supervisor.
- Assist Navigators with case management requirements as deemed by Supervisor.

#### **Administrative Support**

- Manage service-related data collection processes and system as defined by senior management via Supervisor
- Evaluate datasets for consistency, completeness, accuracy, and reasonableness.

#### **Outreach and Community Engagement**

- Assist with the design and delivery of client outreach strategy as part of the Jordan's Principle team.
- Assist with Jordan's Principle outreach at community events.

#### **Other Duties:**

- As assigned by Supervisor

### **QUALIFICATIONS**

#### **MINIMUM EDUCATION**

- Highschool Diploma or equivalent.
- Post secondary diploma in Office Administration or related field is preferred

#### **MINIMUM EXPERIENCE**

- One (1) year experience working in an office or clerical environment.
- One (1) year experience working with Indigenous people, organizations, and communities.

#### **KNOWLEDGE REQUIREMENTS**

- Respect for, sensitivity towards as well as knowledge and understanding of Anishinabek, Haudenosaunee, Lunaapeew culture, traditions.
- Knowledge of relevant Jordan's Principle program and service framework

#### **SPECIAL SKILLS**

- Strong organizational and administrative skills
- Excellent time management skills
- Excellent computer skills
- Strong professional ethics
- Ability to work with confidential and sensitive information

#### **MANDATORY REQUIREMENTS**

- Must provide a clear Police Records Check with Vulnerable Sector 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 flex time hours from time to time.

For a full job description please contact Carol Antone, HR Developer at [hr.developer@mnaasged.com](mailto: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](mailto: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**