

MI'KMAW NATIVE FRIENDSHIP CENTRE



Employment Opportunity: Jordan's Principle Case Aid

Location: Halifax, NS

Salary Range: \$51,000.00/ year

Employment Term: Contract January –March 31, 2022 (possibility of renewal), Full time hours (35 hours/ week)

Reports To: Jordan's Principle Program Coordinator

General Description:

Mi'kmaq Native Friendship Centre is centrally located in the urban Indigenous community of Halifax and is looking for **One (1) Jordan's Principle Case Aid**. The Jordan's Principle Case Aid (CA) is responsible for assisting the Jordan Principle Coordinator to ensure effective and efficient operations necessary for the Jordan's Principle Program. The CA will utilize an integrative multi-disciplinary approach for children and youth with social, emotional, behavioural and mental health needs to access services with the goal of improving positive outcomes for affected children/families while using a holistic cultural approach.

Key Responsibilities:

- Work collaboratively with children and their families by providing support to access services
- Maintain a high level of confidentiality
- Case management of files
- Complete intakes/ case noting
- Maintain files and documentation requirements
- Help with recommending referrals for assessments to appropriate certified professionals
- Meet the client, family, children on their terms by being flexible and non-judgemental
- Build relationships with partners and resources so the families/ children can access a wide range of services
- Work with interdepartmental staff to meet the needs of the family and children and identify gaps in services which you will need to help problem solve
- Assist families with navigating the health and social systems in a timely manner
- Document the needs and services for children who require services
- Assist families (on and off reserve) to complete and submit applications for funding
- Ensure program model is implemented in a cultural way
- Be knowledgeable with Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Jordan's Principle
- Provide information sessions/ community forums on Jordan's Principle to enhance awareness in communities and collaborate with those providing existing community based services
- Evaluate program delivery
- Prepare reports for Executive Director
- Work proactively to identify children with unmet needs to facilitate early intervention and timely access to services and resources
- Attend professional development opportunities as requested

Qualifications:

- College/ university degree Social Services/ Human Services and least 2 years of experience working in health, social or education sectors by providing community based services

- Equivalent combination of education and experience will be considered
- Must have exceptional interpersonal, leadership, team building and reporting skills
- Must be proficient in Microsoft Office applications
- Knowledge of First Nations Communities/ Culture and the Urban/ Rural Indigenous Community
- Must possess a current vulnerable sector check, child abuse registrar
- Knowledge and understanding of poverty related issues, trends and services
- Understanding of Jordan's Principle's Initiative
- **Must have Indigenous Ancestry**

Application Deadline: Open until filled

Submit Resume to: hr@mymnfc.com

We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Mi'kmaw Native Friendship Centre (MNFC) reserves the right to refuse all applications for employment. The MNFC will not assume any expenses related to this or any job application process, included and not limited to travel, relocation, and application development.

Only those applicants who are screened in for an interview will be contacted.