



Employment Opportunity

White Bear First Nations

Service Delivery Coordinator – Jordan’s Principle

The Jordan’s Principle Coordinator will plan, organize, implement, direct, supervise, coordinate, and evaluate activities related to the families with children with complex needs. The purpose is to provide program supports to families with children living with special needs and to help enhance the child’s life and facilitate healthcare interventions and developmental stimulation without denial, delay, or disruption. The Jordan’s Principle Coordinator will work closely with (ECIP), Education, and the Community Health Representative to help identify children who are not accessing services and requiring follow up supports.

PRIMARY RESPONSIBILITIES

- The Jordan’s Principle Coordinator advocates for clients in the program and provides support to assist families develop their child’s developmental needs. This increases their independence and allows them to function in the community.
- Advocates for needed supports, which could include respite care, crisis intervention, behaviour management, and life skills training, whether on a one-to-one basis or in a group environment.
- Assists families for locating resources that cultivate recreational, social and/or educational activities for children and their families.
- Responsible to work with the JP navigators and providing day-to-day supervision, training when needed and assignment of duties.
- Work with other agencies that will enhance a child’s developmental requirements to fulfill their potential. The Jordan’s Principle Coordinator will liaise with existing providers and teams that serve clients that will be served by Jordan’s Principle to ensure adequate resources are obtained for the families. The coordinator will ensure that funding is allocated to approved services.
- Coordinate services, sharing of information within service systems and protect children through early interventions.
- Provides informal and formal presentations to communities, families, groups, and individuals to promote the JP program in the community.
- Collaborate with White Bear Health as required, and external Health Providers to White Bear Health

to assess the client’s needs to enable joint planning, implementation, and evaluation of appropriate interventions.

- Work with families to identify their needs and submit JP applications accordingly.
- Establish and maintain a current, accurate, confidential client reporting system.
- Monthly and yearly reports to White Bear Health and the funders.

QUALIFICATIONS

- Must have good knowledge of computers and related software.
- Excellent oral and written communication skills; Strong organizational skills.
- Write monthly and yearly reporting reports.
- Experience in staff management and supervision.
- Establish professional relationships with clients, staff, other professionals and government officials.
- Strong work ethic and maintain confidentiality.
- Experience working with Jordan’s Principle, knowing the history and how the system works.
- Clear criminal record check, vulnerable security check, and a valid driver’s license.
- Diploma or degree in early Childhood, human services or a related field.
- Previous experience working with First Nations is an asset.

SALARY

- Negotiable based on experience and education

ATTENTION: EXECUTIVE ASSISTANT

P.O. BOX 700 CARLYLE, SK. S0C 0R0
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DEADLINE FOR APPLICATION:
FRIDAY, NOVEMBER 10, 2023
12:00PM – NOON