



Kermode Friendship Society

Registered with Revenue Canada as a "charitable organization"

4714 Park Ave , Terrace, B.C. V8G 1W1

Phone: 250 635- 4906

Website www.kermodefriendship.ca

Position:

Jordan's Principle Community-Based Service Coordinator

Reports To:

Executive Director

Wage:

From \$30/per hour

Hours:

35 hours per week

POSITION SUMMARY

A Jordan's Principle Community-Based Service Coordinator is to provide knowledgeable support to assist First Nation and Inuit children and parents/guardians with case management, intake, assessment, and coordination to navigate the full range of federal and provincial health social and education services and supports to address their needs.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Serves as a point of contact for (a) Aboriginal children and their families in the Regions, (b) health care providers, and (c) First Nations communities and organizations who are requesting support directly related to children and youth.
- Ensures the appropriate and effective sharing of information including identifying and maintaining contact with Aboriginal children and families as required for continuity of care, including the use of multiple communication strategies including telehealth.
- Develops and documents a coordinated service plan that includes referral, assessment, treatment/admission, discharge (if applicable), transition and ongoing care protocols. Communicates the service plan to children and family and appropriate Aboriginal community organizations.
- Understands the breadth and depth of the service delivery landscape as it pertains to services available to Aboriginal children and youth in BC, within the Federal, Provincial and First Nations health care systems.
- Builds strong relationships and partnerships with front line health care and childcare workers, and works with a variety of health care and childcare professionals, including but not limited to nurses, speech pathologists, dental, occupational therapists. Works with these types of individuals in order to obtain clinical support.
- Builds strong relationships and partnerships with local Provincial and Federal Government services in the social sector, including, but not limited to, Ministry of Children Family Development, Ministry of Education, the Ministry of Health, Provincial Regional Health Authorities, and Indian and Northern Affairs Canada (INAC).
- Maintains strong relationships with First Nations health and social sector service providers and organizations, as well as other service providers and other First Nations organizations (e.g., Friendship Centres).
- Assesses the availability of special services. Maintains up-to-date knowledge of issues and

professional skills in the area of Aboriginal Health in order to promote understanding and utilization of health programs and services;

- Works with the Jordan's Principle Assessor in FNHA Health Benefits to escalate cases at risk of becoming Jordan's Principle cases.
- Navigator supports children and families in the preparation and submission of Jordan's Principle requests to the assigned Indigenous Services Canada Focal Point in Vancouver and with the assistance of the Jordan's Principle Assessor in FNHA Health Benefits.
- Proactively promotes knowledge and information through regular communication with other front line health care workers.
- Provides update reports regularly to the partners of the initiative, including ISC and the Nation
- Attend all professional development training opportunities as requested by management.
- Assist in planning and participate in annual Kermode Friendship Society activities such as International FASD day, National Indigenous People's Day, National Day for Truth & Reconciliation, and the Kermode Christmas Dinner.

QUALIFICATIONS

- Bachelor's degree in social work, health, education, or related field of study.
- Significant work experience related to social work, health, and/or education (minimum three years).
- Experience in case management.
- Excellent communication skills, both oral and written.
- The ability to work closely with a variety of stakeholders including management and community professionals, senior levels of government, and Indigenous community members.
- Knowledge of historical and contemporary social, economic, legal, and political issues affecting Indigenous Nations and communities.
- Knowledge of Indigenous cultures and histories.
- Knowledge of how Indigenous culture(s) impact the development of individuals and communities.
- Knowledge of Indigenous language(s) is a strong asset.
- Knowledge of federal, provincial, and Indigenous organizations mandated to provide health, counselling, and Child and Family Services.
- Computer literacy for Microsoft Word, Excel, social media, and other technology.
- Successful completion of a Vulnerable Sector Criminal Record Check.
- Strong self-efficacy and time management skills.
- Must have a valid BC Driver's License.

WORKING CONDITIONS

- Able to lift up to fourteen kg.
- Climbing stairs, and getting in and out of vehicles
- Desk work includes making phone calls, typing, and doing computer data entry.
- Hours of work may vary, which could include evenings and weekends.

HOW TO APPLY

Please email your cover letter and resume to:

hr@kermodefriendship.ca

Applications will be accepted until the position is filled.