



MNAASGED CHILD AND FAMILY SERVICES (MCFS)

EMPLOYMENT OPPORTUNITY –

JORDAN’S PRINCIPLE NAVIGATOR

GENERAL DESCRIPTION

Under the Program and Services side of MCFS and reporting to the Jordan’s Principle Supervisor, the Navigator will coordinate and deliver outreach strategies, identify clients, work internally with fellow staff, liaise with member Nation’s designated teams and/or individuals and do intake of clients as required

RESPONSIBILITIES:

- 1. Case Management**
 - 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
- 2. Intake, Assessment and Coordination**
 - 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
- 3. Outreach and Community Engagement**
 - Reach out to First Nation families and invite them to use the enhanced service coordination
 - Enhance awareness in communities of existing services and supports
 - Build relationships with communities and collaborate with those providing existing community-based services
 - Work to proactively identify children with unmet needs to facilitate early intervention and timely access to services and resources
- 4. Human Resources**
 - Adhere to organizational policies, procedures, practices and standards
- 5. Financial Management:**
 - Recommend expenditures to Jordan’s Principle Program Supervisor
 - Ensure financial policies and procedures are followed
- 6. Administration and Reporting**
 - Complete administrative functions and reports, and adhere to Mnaasged’s policies, procedures and relevant practices.
 - Develop and submit a detailed yearly work plan, with goals, objectives and measurable indicators of success
 - Ensure confidentiality and safekeeping of all Mnaasged documents and records
 - Prepare and submit monthly activity reports, bi-weekly time sheets and travel expense claims as required

QUALIFICATIONS

Minimum Education

College Diploma – Social Services Worker, Human Services Worker, Children/Youth Worker, Developmental Services Worker, Child Development Practitioner or related Social and Human Services academics.

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
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnaabe, Haudenosaunee and Lunaapeew culture and traditions
- 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 clients
- Excellent interpersonal and communication skills
- Demonstrated excellence in conflict resolution, mediation, and problem solving
- Strong organizational and administrative skills
- Excellent time management skills
- Excellent computer skills
- Strong professional ethics
- Proven ability to work with First Nation communities and people
- Ability to establish and maintain effective working relationships
- Ability to take initiative and work independently
- Ability to work within a team environment
- Ability to meet deadlines and work flexible hours
- Ability to work with confidential and sensitive information
- Ability to understand and speak member Nation language is a definite asset

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 \$1M automobile insurance coverage

Salary

- Salary is based on qualifications and experience as per the Mnaasged Salary Grid

Hours of Work

- Hours of work are generally 8:30 am – 4:30 pm for a 37.5 hour work week, Monday to Friday with half an hour (30 minute) lunches,
- The successful candidate must be able to work as required some evenings and weekends
- This is a permanent full time position.
- Pension and benefits become available upon completion of 6 month probationary period

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

Anyone requiring more information about our agency or a full job description position may contact:

Carol Antone, Human Resources Developer
hr.developer@mnaasged.com
(519) 289-1117 ext. 237

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. Muncey, ON N0L 1Y0

Telephone: 519-289-1117

Closing Date for this Position:
Friday, March 24th, 2023
@ 4:00 pm