

## Eelūnaapéewi Lahkéewiit JOB POSTING Jordan's Principle Navigator (2)



### Job Summary

#### Location:

Eelunaapeewi Lahkéewiit  
Child & Family Services  
22359 Austin Line  
R. R. #3  
Bothwell, Ontario  
N0P 2K0

#### Job Status:

One Year Contract – &  
possible extension

35 hours per week

#### Salary:

\$55,000 - \$65,000

Based on Education and  
Experience

#### CLOSING DATE:

**June 14, 2024  
4:00 p.m.**

#### SUMMARY OF DUTIES:

Under the Program and Services side of Eelunaapeewi Lahkéewiit, the Navigator will assist families in accessing necessary supports and services for children/youth, while specializing in Jordan's Principle applications. The Navigator will work closely with families to understand the health, social and educational needs of their children/youth, assist with applications, and facilitate the coordination of services and financial supports. In addition, this role will entail significant documentation and reporting responsibilities, advocacy and collaboration with community organizations and government parties and opportunities for public engagement and education.

#### SUPERVISION:

For daily operations of the program, the Navigator will be under direct supervision of the Jordan Principle Manager.

#### RESPONSIBILITIES:

- 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
- Help families navigate health and social systems; and determine where and how services can be accessed
- Complete, submit and monitor applications for Jordan's Principle
- Enhance awareness in communities of existing services and supports
- Help families navigate health, education and social systems; determine where and how services can be accessed

#### ADMINISTRATION AND REPORTING:

- Complete administrative functions and reports, and adhere to Eelunaapeewi Lahkéewiit's policies, procedures and relevant practices
- Ensure confidentiality and safekeeping of all Eelunaapeewi Lahkéewiit documents and records

#### KNOWLEDGE AND SKILLS:

- Knowledge of Eelunaapeewi Lahkéewiit programs and services,
  - as well as knowledge of regional, provincial and federal services and supports
- Knowledge of Jordan's Principle program and service framework
- Knowledge of First Nation service delivery, customs and traditions
- Compassion, sensitivity, and empathy for needs of applicants

- Excellent interpersonal and communication skills
- Strong organizational, administrative and professional ethics
- Excellent time management skills
- Excellent computer skills in MS Word, Excel, Outlook
- Ability to take initiative and work independently
- **QUALIFICATIONS:**
- Degree or diploma in Social Services, Child and Youth Worker, Social Worker, or other relevant program of study
- Minimum two (2) years working experience in Health or Social Services and in service coordination/management (i.e., navigating through various service agencies and creating service coordination networks)
- Good knowledge of Jordan's Principle program and service framework
- Experience working in a First Nations community delivering management and/or front-line service delivery
- Ability to work with children, youth, families and colleagues in a compassionate and respectful way
- Excellent interpersonal skills with the ability to communicate clearly; strong writing and reporting skills
- Excellent computer literacy and skills for data management and reporting requirements
- Must sign an Oath of Confidentiality and maintain confidentiality and professionalism at all times
- Knowledge of Lunaapeewi language, culture and history is an asset
- Valid "G" Ontario Driver's License, unrestricted access to a vehicle and the ability to travel
- Must have \$2M automobile insurance coverage
- Must provide a clear Police Records check with Vulnerable Sector Check
- May be required to work overtime or work flexible hours from time to time

All interested candidates, please submit a  
**Cover Letter** (Outlining your qualifications as per job posting),  
**Résumé and 3 Current References (names & contact numbers)**  
**(2 work related and 1 character)** to:

Cathy Stonefish, Interim Director of Operations  
 Delaware Nation Administration Office  
 14760 School House Line  
 R.R. 3 Thamesville, Ontario N0P 2K0

**Marked: CONFIDENTIAL – "Jordan's Principle Navigator"**

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

*Eelūnaapéewi Lahkéewiit gives preference to First Nation applications as permitted by Section 16(1) of the Canadian Human Rights Act.*

*While we sincerely appreciate all applicants, only those candidates selected for interview will be contacted.*

*Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.*