



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Jordan's Principle Service Coordinator

for the Tse'khene Nations of McLeod Lake, Kwadacha and Tsay Keh Dene
(Remote work possible, person can be located in Prince George or Mackenzie)

The newly funded position will support the Tse'khene Bands, their Health Teams and community members to access support and funding through the Jordan's Principle program. The goal of this position is to help ensure substantive equality is met for Tse'khene children so they will have greater and more equal access to health, social and educational services. Working closely and collaboratively with Bands' Health Teams, this position will promote the Jordan's Principle program in the communities and provide the support and assistance required to successfully access the program.

full-time position provides excellent compensation with benefits. (35hrs/week).

Term of the position – January 2021 to January 31, 2022. Periodic travel to Band communities is required.

The duties for the position include:

Community Engagement & Education and Relationship Building

- Provides information and education sessions for the communities and families on the program.
- Builds relationships with the communities and collaborates with Band Health and Social services and other relevant stakeholders and service providers.
- Builds one-on-one relationships with children, youth, families and caregivers.
- Seeks creative and collaborative ways to engage youth, parents and caregivers.

Service Delivery

- As a shared resource between the three communities, this position works with three Indigenous communities. Travel will be planned to each on-reserve community as travel budget permits.
- Provides consultation and needs assessments – one-on-one meetings (in person, Zoom, or by phone) to determine the needs of the child/youth and what services and supports are needed.
- Submit Jordan's Principle requests and follow-up – prepare required documentation for applications and supporting documentation; navigate the health and social systems; determine where and how the services can be accessed and advocate on behalf of the child.
- Coordination - Assist to coordinate appointments and transportation, or other logistics required.

Case Management

- Sets up client-centred/family centred, individualized and culturally sensitive, service plans.
- Develops policies and procedures screening and assessment, service plans templates, monitoring and evaluation methods.

Evaluation and Reporting

- Tracks clients, documentation and data management.
- Provides quarterly workplans and annual reports, and reports required by ISC.

Qualifications:

- Social Work Certificate or a combination of experience and education.
- Class 5 Driver's License
- Experience working in First Nations communities will be considered an asset