



# McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0

Main Office (250) 750-4415 Fax: (250) 750-4420

## Job Posting

### **Jordan's Principle Service Coordinator (JPSC) for the Tse'khene Nations (McLeod Lake, Kwadacha and Tsay Keh Dene) 21-28 hours/week, Temporary**

This temporary contract position will support the Tse'khene Bands of McLeod Lake, Kwadacha and Tsay Keh Dene, and their Band 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 and youth so they will have equal access to health, social and educational services. Working closely and collaboratively with the Bands' Health Teams and Social Workers, this position will provide the necessary support and assistance to apply to the program and help families

#### **Key Responsibilities:**

- Provides information 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.
- This position works with the three Tse'Khene communities. Travel will be planned to each on-reserve community as needed.
- Provides consultation and needs assessments – one-on-one meetings (in person, Zoom, or by phone) to determine the needs of the child/youth and the services and supports needed.
- Submits 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 in coordinating appointments and transportation, or other logistics as required.
- Tracks clients, documentation and data management, including approvals and financials.
- Provides quarterly work plans and annual reports as required by MLIB and ISC.

#### **Education and Experience**

Preference may be given to the following: Tse'khene people with relevant experience; those with previous experience with Jordan's Principle applications or past experience serving children, youth and families to improve outcomes; or a combination of skills and experience that demonstrate the ability to perform the duties of the position. Training will be provided to the successful candidate.

*We thank all applicants for their interest in MLIB however, only those applicants selected for further consideration will be contacted.*

Please submit resumes and cover letters to:

**Attention: HR Advisor**

Email: [hrdept@mlib.ca](mailto:hrdept@mlib.ca)

Posted: September 6, 2023