



OPPORTUNITY

(External – Union)

DATE OF POSTING:	March 20, 2025
POSITION:	Jordan's Principle Coordinator – Indigenous Services
TERMS OF EMPLOYMENT:	Permanent Full-time, unionized
POSTING NUMBER:	2025 - 10
START DATE:	To be determined
HOME LOCATION:	Brantford (Regular travel within the agency's jurisdiction is required as well as occasional travel outside of the agency's jurisdiction)

All applicants must have a First Nations, Metis or Inuit background and/or enhanced knowledge of First Nations, Metis, and Inuit culture including but not limited to the impact of colonization, residential schools and intergenerational trauma. This posting has been designated under article 11.05 of the collective agreement as a position to be filled by a candidate from an equity seeking group (Indigenous).

EDUCATION AND EXPERIENCE REQUIRED:

- College diploma (two year minimum) in a field related to Human Services, or social service work
- Experience in writing/completing applications for grants or funding
- Experience within a child welfare setting preferred.
- Combination of skills, education and experience that are relevant may be considered
- Must have a valid Ontario "G" class driver's license and reliable vehicle.

RESPONSIBLE TO: Service Manager – Indigenous Services -Truth and Reconciliation Team

Under the Supervision of Service Manager - Indigenous Services - Truth and Reconciliation Team

The primary responsibility of the Jordan's Principle Coordinator is to advocate for the Indigenous children, youth and families we serve. In particular, the Coordinator provides service navigation and Jordan's Principle grant/application writing in accordance with plans of care for Indigenous children in our care and service plans/assessed needs of Indigenous families receiving service from Child and Family Services of Grand Erie. The work of the Coordinator will be done in collaboration with child protection staff. The Coordinator will be engaged in service planning as part of the Indigenous Services Teams in the organization.

MAJOR RESPONSIBILITIES

- Collaborate with the organization's Indigenous Protection, Children's Services, and Resources departments to identify children, youth and families who may be eligible for Jordan's Principle funding.
- Develop and maintain a professional relationship with external service providers. Collaborate with community collaterals such as Band Councils, community service providers, schools, and medical professionals to support application development and service provision for Jordan's Principle recipients.
- Write, and submit applications to Jordan's Principle through engaging with staff to identify case information required to complete an application for Jordan's Principle funding.
- Track submitted, approved, and appealed applications. Provide regular updates to the staff for appropriate planning.
- Work with the Agency's Finance department to ensure appropriate systems are in place to track applications, Jordan's Principle revenue, and expenditures of those funds.
- Provide sufficient notification to the staff attached to the file when the funding is being depleted to plan for next steps in collaboration with other staff members.
- Track and maintain statistical data. Complete monthly, quarterly and annual reports as required.
- Other Duties as assigned

KNOWLEDGE AND SKILLS REQUIRED

- Work in collaboration with the service teams and external service providers and First Nations to secure supporting documentation for Jordan's Principle applications, including required support letters;

- Work in collaboration with families served to empower advocacy and assist in navigating the Jordan's Principle application process;
- Participate in internal or external committees as required or requested;
- Liaise and work effectively with the communities served, service providers, collateral agencies, organizations, and Elders;
- Apply agency service coordination and workflow process from intake, ongoing case management and discharge in conjunction with agency policies and procedures.
- Experience with and knowledge of local Indigenous communities, culture, traditions, and viewpoints.
- Act as a liaison and provide education and information sessions to agency staff in relation to Jordan's Principle;
- Make decisions within the scope of practice and consistent with the program guidelines, ethical framework, policies and procedures of the agency;
- Ability to read and interpret relevant legislation and regulations to ensure compliance, including but not limited to the Child, Youth and Family Services Act, (2017), An Act Respecting First Nations, Inuit and Métis Children, Youth and Families (2019).
- Prioritize duties and tasks and utilize computer software to record work/appointments
- Meet deadlines and accomplish assigned volume of work within allocated work time
- Proposal writing
- Utilize computer databases, forms and templates to complete program plans, keep records, prepare reports, maintain statistics and complete required documents
- Complete all documentation in an organized, logical, easily understood, concise manner, that is suitable to the audience
- Demonstrate personal and professional boundaries and maintain the privacy and confidentiality of client information
- Employ an ethical framework as prescribed by policy and procedures
- Represent the program and agency both internally and externally reflecting agency values and core principles
- Committed to AOP values of justice, equity, respect of the beliefs and traditions of others
- Present information to various internal and external audiences in an organized, logical, easily understood, concise manner, that is suitable to the format and audience
- Knowledge of Jordan's Principle
- Knowledge of anti-black racism
- Knowledge of the impact of residential school and colonization
- Understanding of Indigenous practices and funding streams
- Understanding of the impact of poverty on families and family functioning
- Knowledge of community resources

ANNUAL SALARY RANGE: Community and Family Support 2 Grid - \$52,569 – \$67,124

As a condition of hire, selected candidates will be required to provide:

- Consent for Police - Vulnerable Records Check - Results must be satisfactory to the employer
- Consent for Child Welfare check- Results must be satisfactory to the employer
- Must have a valid Ontario “G” class driver’s license and reliable vehicle.

Child and Family Services of Grand Erie is committed to working from an Anti-Oppressive and Equity practice and is dedicated to building a workforce that reflects the diversity of the community in which we live and serve.

If you don’t see yourself fully represented in each requirement of the job description, we still encourage you to apply. Research has shown individuals from underrepresented groups may only apply when they feel 100% qualified. We are committed to creating a more equitable, inclusive, and diverse organization and we strongly encourage all applicants with diverse identities and lived experiences to apply and to please self-identify in their cover letter.

We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs.

We thank all applicants; however only those considered for interviews will be contacted.

APPLICATION: Applications in writing, with resume will be accepted electronically at:

Email: employment@cfsge.ca

CLOSING DATE: **April 3, 2025 @ 4:30 pm**