

# EMPLOYMENT OPPORTUNITY



## The Confederacy of Mainland Mi'kmaq Department of Community Programs & Corporate Services

### *Jordan's Principle Service Coordinator*

#### About CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing eight Mi'kmaq communities of mainland Nova Scotia. Our mission is to proactively promote and assist Mi'kmaq communities' initiatives towards self-determination and enhancement of community. The CMM is located in the Millbrook Mi'kmaq Community in Nova Scotia and has over 100 Employees. The CMM's Department of Community Programs & Corporate Services is currently looking for an energetic, mature and independent candidate to fill the role of a Jordan's Principle Service Coordinator.

#### Position Overview

Reporting to the Jordan's Principle Team Lead, the Jordan's Principle Service Coordinator supports the Confederacy of Mainland Mi'kmaq (The CMM) by addressing existing access gaps for services for children and their families through the Jordan's Principle Focal Points.

#### Responsibilities:

- Provision of intake, case management and outreach duties; service referrals; coaching families in the development of self advocacy skills.
- Assist children, families and communities in gaining access to the appropriate services needed for children.
- Work with Community Health staff where appropriate to identify available services in each community's area.
- Promote and raise awareness for the Jordan's Principle – Child First initiative in the community through the Community Based Staff
- Represent the CMM supported communities on regional, provincial, and federal committees as it relates the Jordan's Principle project goals and objectives.
- Understand the relevant issues from each community and communicate that information on regional, provincial, and federal committees and report information gathered to the Health Services Manager and Health Directors.
- Prepare various reports, such as: monthly program accomplishments and challenges, reports on all workshops and meetings, funding reports (annual and interim), monthly performance reports, and travel expenses.
- Develop and implement: a self-care plan to mitigate the effects of vicarious trauma, a detailed work plan for each fiscal year and a professional development and training plan.
- Present updates at the CMM Health Committee meetings and other committees as needed.

#### Position Requirements:

- Minimum of an undergraduate degree in a health-related field (i.e. social work, nursing, or child and youth care) or equivalent education and experience.
- Two to three years experience working with children, families and communities in a case management role (preferred).
- Experience working for a First Nations (FN) community or organization (an asset).
  - o Good understanding of Mi'kmaq culture, communities and organizations as well as working knowledge of First Nation Communities, First Nation service delivery organizations, and applicable government programming etc.
  - o Knowledge of the Jordan's Principle Initiatives, provincial health services and understanding of First Nations Inuit Health Branch (FNIHB) of Indigenous Services and related programs and responsibilities.
  - o Knowledge of the Truth and Reconciliation Calls to Action and understanding of the ongoing impact that Residential Schools have on survivors, descendants of survivors and communities.
  - o Knowledge and understanding of Indigenous Social determinants of health. Ability to use culture as a foundation of healing and understand how the health systems impact Mi'kmaq and their health.
- Must be able to engage with community from a strength-based and trauma-informed perspective and employ culturally safe, professional and confidentiality practices.
- Strong initiative, motivation, conscientiousness and dedication.
- Excellent cross-cultural knowledge and competency as well as strong intrapersonal, interpersonal, team and professional skills.
- Strong communication (written and oral), advocacy, organizational and prioritization skills
- Experience working in a fast-paced environment.
- Must have a valid drivers license, reliable vehicle and ability to travel frequently (day and overnight trips).
- Must be willing to provide the CMM with a recent criminal record check and must pass vulnerable sector and child abuse registry check.

#### Salary/Employment Term:

Salary: \$45,000 per year based on qualifications and experience. This is a **one-year** contract position with the opportunity of renewal and subject to the policies and practice of The CMM. The CMM offers a substantial benefits package to all employees

## Application Deadline: June 7, 2020

Submit Resume AND Cover Letter to:

**Human Resources**  
**c/o The Confederacy of Mainland Mi'kmaq**  
**PO Box 1590, Truro, Nova Scotia B2N 5V3**  
**Email: [HR@cmmns.com](mailto:HR@cmmns.com)**

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. **Only those applicants who provide up-to-date CV along with Cover Letter and qualify for interview will be contacted.** The successful candidate may be required to submit a current criminal record check. **Non-Canadian applicants must be able to provide proof of current entitlement or eligibility to work in Canada.***