

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Health & Social Services

Jordan's Principle Administrator

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 Health & Social Services is currently looking for an energetic, professional, and independent candidate to fill the role of a Jordan's Principle Administrator.

Reporting to the Senior Director of Health & Social Services and the Jordan's Principle Manager, the Jordan's Principle Administrator is responsible for clerical, financial and administrative services to the Jordan's Principle team and Health Services unit.

Responsibilities

- Ensure clients receive approved funding through the Service Access Resolution Fund
- Working directly with multiple departments within the CMM to ensure payments and purchases are processed
- Preparing all payables for the Finance department with the appropriate payment method
- Electronic and physical filing
- Aid in monitoring and implementing the onboarding, payment, and receipting process of the CMM Jordan's Principle respite program
- Maintaining a high-level of organization and record keeping at all times
- Processing and tracking purchases that are recommended for clients and approved by Indigenous Services Canada
- Ratifying the Jordan's Principle credit card statement, noting anything to be disputed
- Implement and monitor entire Health team Home Visiting Policy
- Monitoring the Jordan's Principle direct phone line as the central intake for new referrals
- Monitoring multiple email inboxes including the Jordan's Principle central intake email address
- Populating and utilizing the Jordan's Principle database to track service providers and monitor funds
- Addressing inquiries and concerns from parent(s)/guardian(s) of clients, service providers, companies, Service Coordinators, other organizations, and other CMM team members regarding any of the items listed above

Position Requirements

- Minimum of a one-year diploma program in administrative services or office systems technology specializing in medical and health field.
- Two or more years of clerical and administrative work experience in a medical or health related environment.
- Knowledge of Canada Health Act, Indian Act, Provincial Mental Health Act and understanding of First Nations Inuit Health Branch (FNIHB) of Indigenous Services and related programs and responsibilities.
- Strong commitment to the members and families of the eight member communities of The CMM.
- Ability 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 written and oral communication and advocacy skills as well as proficiency in Microsoft Office Suite.
- Strong organizational and prioritization skills.
- Must have a valid drivers license, reliable vehicle, and ability to travel frequently (day and overnight trips).
- Must provide a recent criminal record check as well as pass vulnerable sector and child abuse registry check.
- Some familiarity with the Mi'kmaq language (an asset) or willingness to learn Mi'kmaq greetings.
- Experience working for a First Nations (FN) community or organization (an asset).

Salary/Employment Term:

Expected Salary: \$37,000 per year. 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: September 11, 2020 by Noon

Submit Cover Letter AND Resume and to:

Human Resources
c/o The Confederacy of Mainland Mi'kmaq
PO Box 1590, Truro, Nova Scotia B2N 5V3
Email: 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.