



JOB POSTING

Position: Jordan's Principle Service Coordinator

Supervisor: Jordan's Principle Manager

Main Office: North Shore MicMac District Council Office (NSMDC),
38 MicMac Road, Eel Ground, New Brunswick, E1V 4B1

Application Deadline: 4:00 pm (AST) on Friday, January 15, 2021

Anticipated Start Date: February 1, 2021 (with interviews on January 25, 2021)

Employment Term: One Year Term Position, with Possibility of Renewal

Scope of Position: The Jordan's Principle Service Coordinator is responsible for coordinating services for First Nations children and their families, both on and off reserve. Typical duties will include intake, assessment and coordination of services, case management, and community outreach.

Program Location: Based in Eel Ground, with offices in Metepenagiag, Buctouche and Eel River Bar, Mi'kmaq Family Support serves the seven member communities of the North Shore Mi'kmaq District Council, namely Eel River Bar, Pabineau, Eel Ground, Metepenagiag, Indian Island, Buctouche and Fort Folly.

Formal Education and Training:

- Bachelor's degree in Nursing, Social Work, Education, or related field
- College diploma in Practice Nursing, Early Childhood Education, Human Services Counsellor, Youth Care Worker or equivalent
- Or experience in the field will also be considered
- Professional certification in good standing (required as applicable)
- Case management training (asset)

Skills and Competencies:

- Leadership skills.
- Strong communication skills (written and oral).
- Strong organizational skills.
- Demonstrated skills in advocacy on behalf of clients and their families.
- Ability to think critically and identify innovative strategies that support communities and families.
- Flexibility in handling complex, unique cases.

- Experience in case management (asset).
- Ability to work individually or as part of a team.
- Knowledge of Mi'kmaq values and culture (required).
- Ability to speak Mi'kmaq (asset).

Duties and Responsibilities:

Referrals and Intakes:

- Apply policies, procedures, and protocols related to screening and assessment, service planning, monitoring and evaluation of services.
- Receive referrals.
- Complete necessary intake documentation (i.e., referral form, consent form, intake form)
- Connect with clients and their families to identify gaps in services/support available to clients, where applicable.
- Ensure that all policies pertaining to confidentiality and ethics are followed.

Case Management and Coordination:

- Provide collaborative, client driven care; help families navigate the health, social and education systems in a timely manner.
- Work closely with families and various organizations and service providers to ensure holistic care and continuation of care, including coordination of appointments where necessary.
- Provide ongoing support to children and families and ensure follow up care is in place.
- Document all communications with clients and service providers and keep up to date care plans.
- Ensure consent forms are up to date.
- Send intakes for funding, link families with service providers, find appropriate service providers and put services in place.
- Ensure sub-agreements are in place, where applicable.
- Submit service provider invoices to administration/finance for processing.
- Make referrals for assessments to appropriate service providers, where applicable.
- Determine any future plan of action, if necessary.

Community Outreach and Engagement:

- Communicate with First Nations families living on or off-reserve and make them aware of the enhanced service coordination via social media other, information sessions, and in person.
- Enhance awareness in communities of existing services and supports, via information sessions, information booths, community visits.
- Build and maintain ongoing relationships with communities to proactively identify children with unmet needs.



This is a full-time term position. Salary will be commensurate with experience.

Any interested applicant should forward a resume and cover letter to Jodi E. MacIntosh, Manager of Human Resources & Administration, at jodimacintosh@me.com by no later than 4:00 pm (AST) on Friday, January 15, 2021. We thank all those who apply, however only those selected for further consideration will be contacted. Applicants are responsible for the timely receipt of applications.