

EMPLOYMENT OPPORTUNITY



The Confederacy of Mainland Mi'kmaq Department of Health & Social Services Jordan's Principle Service Coordinator

About The CMM

The Confederacy of Mainland Mi'kmaq (The CMM) is a Tribal Council representing the 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's Department of *Health & Social Services (DHSS)* is currently looking for a motivated and knowledgeable candidate to fill the role of **Jordan's Principle Service Coordinator**.

Position Overview

Reporting to the Jordan's Principle Manager and Senior Director of Health & Social Services, 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 Child First Initiative.

Overview of Responsibilities:

- Prepare funding applications for service to be sent to ISC for decision.
- Provision of intake, case management and outreach duties; service referrals; coaching families in self advocacy skills.
- Attend regular case management meetings related to support services.
- Assist families with the navigating services, once approved through Jordan's Principle.
- Develop detailed project workplans for each fiscal year of the position.
- Work with Community Health Staff where appropriate to identify available services in each community's area.
- Collaborate with internal and external professionals, organizations, and community members to identify services in the area.
- Work with community health staff and external services to build strong relationships together.
- Keep an updated inventory of the services available for each community for children and youth.
- Remain visible in the community, maintain contact with Community Health Directors and Maternal Child Health Program supervisors and Lay Home Visitors, Education Directors and visit communities to monitor and support ongoing work in the project.
- Understand the relevant issues from each community. Gather important information to be used to assist in making decisions and formulating strategies related to the Jordan's Principle Service Coordination project and support for children and their families.
- Work with communities to develop and organize resources on Jordan's Principle.
- Present updates to the Jordan's Principle Manager to be presented at The CMM Health Committee meetings and to other committees as needed.
- Keep up to date Data on the children and youth accessing Jordan's Principle Respite services.
- Assist children, families, and communities in gaining access to the appropriate services needed.
- 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.
- 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 (for both mandatory and non-mandatory training opportunities) plan.

- Present updates at the CMM Health Board meetings and other committees as needed.

Position Requirements:

- Undergraduate degree or diploma in a Health & Social Services related field (i.e. family, human and/or social services, child and youth care, educational or behavioral intervention) or equivalent education and experience would be considered.
- 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).
- Good understanding of Mi'kmaw culture, two eyed seeing, communities and organizations as well as working knowledge of First Nation Communities, First Nation service delivery organizations, and applicable government programming etc.
- Knowledge of the Jordan's Principle Initiatives, provincial health services and understanding of First Nations Inuit Health Branch (FNIHB) of Indigenous Services Canada and its related programs and responsibilities.
- 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.
- 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.
- Adaptable in high stress/high pressure situations, 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 driver's 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.

Why work with us?

The Confederacy of Mainland Mi'kmaq (The CMM) is well known throughout Canada as a professional organization that is committed to providing a pleasant and healthy working environment for all its employees. As an organization, we understand that a great work/life balance is essential to success. As a full-time employee you can expect:

- An atmosphere that is both professional and family oriented.
- Enrollment in the organization's benefits packages on your first day of employment with no waiting period, which includes Health & Dental, and Employee & Family Assistance Program (EFAP).
- Generous amounts of paid time off (Paid Statutory Holidays plus St. Anne's Day and Aboriginal Day, Summer Shutdown (2 weeks), Christmas Shutdown (roughly 2 weeks), plus 1 week of discretionary vacation time (up to 2 weeks with 10 years of service).
- Social Committee, Staff Days, Staff Knowledge Days, etc.

If you would like to join The CMM Family, please see below on how to apply for this position.

Salary/Employment Term:

Salary Range: \$50,000 - \$65,000 per year. This is a Permanent Position (pending successful one-year probationary contract).

Application Deadline: February 12, 2023

Submit Cover Letter AND Resume 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 an up-to-date CV along with a cover letter and qualify for an 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 of eligibility to work in Canada.***