



# Dnaagdawenmag Binnoojiiyag

## Child & Family Services

517 Hiawatha Line  
Hiawatha First Nation, ON  
K9J 0E6

### **Employment Opportunity**

### **Service Planning Coordinator – Full Time (1-year Contract) - Western Region**

#### **Purpose of the Position:**

The Service Planning Coordinator is a community-based role designed to ensure service integration and provide a range of ongoing supports to children, youth, and their families with multiple and/or complex special needs. The Service Planning Coordinator will lead integrated service planning for families of children and youth with multiple and/or complex special needs by working with providers from multiple sectors in individual child, youth, and family teams. Additionally, the Service Planning Coordinator will provide supports to the families in the Single Plan of Care Process, including but not limited to, case management and emotional support. In order to be effective in this role designed to support the achievement of maximum outcomes for children, youth, and families, the Service Planning Coordinator will be highly skilled and knowledgeable with broad based extensive experience with families, systems, and service providers.

#### **Responsibilities:**

- Develop leadership and support around the use of the Single Plan of Care (SPOC) Process, an inter-agency, inter-professional, and cross-sectoral team approach to the development and monitoring of a comprehensive integrated single plan of care based on the family vision and priorities which addresses the service needs of the child/youth;
- Facilitate the active participation of the family and/or the youth themselves in the integrated service planning, including developing the family vision and setting of goals which are specific, measurable, achievable, realistic, and time bound (SMART);
- Facilitate the coming together of relevant providers from appropriate sectors to develop and maintain a single integrated service plan for the child/youth and their family;
- Provide required supports including case management to children, youth and families while undergoing the planning process with the broader child and family team including facilitating access for the child, youth and family to relevant services in their service delivery area including respite and funding;
- Be knowledgeable in Children's Services and available to discuss the family's concerns, if applicable, regarding their service plan. Maintain a current comprehensive knowledge base of the system and resources across sectors to assist in system navigation and source appropriate services for the child, youth or family;
- Facilitate working relationships with providers in relevant sectors, in order to enable their regular contribution into integrated service planning, and obtain and share relevant information regarding services for the child/youth.

#### **Education and Experience:**

- University Degree or related post-secondary education in an area that is aligned with Human and Health Services.

**Accountabilities:**

- Ability to provide an acceptable Driver's Abstract;
- Ability to provide an acceptable CPIC with VPSS;
- The employee is required to provide their own vehicle for used on the job;
- Your vehicle should be equipped for child car seats;
- Provide Dnaagdawenmag Binnoojiiyag with evidence of your valid Ontario Driver's License;
- Provide proof of liability insurance coverage for at least \$2,000,000.00 which must include coverage for the transportation of children.

**Work/Knowledge Requirements:**

- Understanding of various cultures and cultural communities such as Francophone, First Nations, Métis, and Inuit (FNMI) communities;
- Ability to understand and work with various other communities appreciating cultural differences and diversity;
- Extensive knowledge of the broader service system for children and families, including flexible funding resources;
- Ability to work as a team using a solution focused approach with families and other team members while always working to move the team towards the achievement of the family's goals, and creating a culture of collaboration;
- Ability to facilitate the development of integrated functional team goals that are specific, measurable, achievable, realistic, and time based;
- Appropriate independence using strong judgement skills to access supervision as required;
- Strong organizational skills with respect to time and ability to prioritize workload and work tasks;
- Thorough understanding of privacy and the obligation to maintain confidentiality as set out in legislation and Dnaagdawenmag Binnoojiiyag's policies and procedures;
- The ability to effectively support families who may be experiencing significant emotional distress.

**Starting Salary:** \$26.00 per hour.

**Closing Date:**

- Open until filled;
- Incomplete applications will not be considered;
- Only those selected will be contacted for an interview.

**Please send:**

- Application for Employment (available at [www.binnoojiiyag.ca](http://www.binnoojiiyag.ca)). Please indicate preferred location in your application;
- Cover letter and Resume (include 3 work related references) to:

Carrie Wilson, Recruiting Coordinator  
Dnaagdawenmag Binnoojiiyag Child & Family Services,  
517 Hiawatha Line,  
Hiawatha First Nation,  
ON K9J 0E6  
Fax: 705-295-7137  
Email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)

**Notes:**

- Persons of Indigenous ancestry and members of Dnaagdawenmag Binnoojiiyag First Nations are encouraged to apply;
- For a full job description and any questions please email: [careers@binnoojiiyag.ca](mailto:careers@binnoojiiyag.ca)