



Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages community members as partners in identifying issues and their solutions.

Jordan's Principle Navigator

Classification:	Regular Fulltime	Rate:	\$51,395 -\$74,511
Hours:	35 hrs/wk.	Location:	30 College St

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

Position Summary

Jordan's Principle is named in memory of Jordan River Anderson. He was a boy from Norway House Cree Nation in Manitoba. Native Child and Family Services of Toronto(NCFST) Jordan's Principle (JP) Program ensures that the member First Nations children can access products, services and support they need, when they need them. It can help with a wide range of health, social and educational needs.

Reporting directly to the Supervisor, Children Service, the Jordan's Principle Coordinator will coordinate and deliver outreach strategies, identify community members, work internally with fellow staff, liaise with member nation designated teams/individuals, and intake Jordan's Principle community members.

Major Responsibilities

- Completing and submitting group requests and individual applications, and monitoring applications.
- Creating support letters, gathering support letters, invoices, and community member consent for individual and group requests.
- Creating, maintaining, updating, and changing NCFST's JP request submission process as needed/required.
- Completing administrative functions and reports, and adhering to NCFST policies, procedures and relevant practices.
- Preparing and submitting monthly activity reports, developing and submitting a detailed yearly work plan, with goals, objectives and measurable indicators of success.
- Ensuring confidentiality and safekeeping of all NCFST documents and records.
- Recommending expenditures and submissions to Supervisor
- In collaboration with QAD, assisting with analyzing and evaluating the JP program.
- Liaising with finance and executive assistant to review and update current JP Claims in process and coordinating with appropriate staff to follow up on claims.
- Providing a collaborative, community driven system to guide children and their families through a comprehensive array of services.
- Supporting a child and family- centered approach to coordinating and connecting services to appropriate JP funding.
- Advocating/communicating with JP Representatives around current needs, changes in JP eligibility and around service eligibility.
- Working collaboratively, including consultation, with all staff to proactively identify children with unmet needs to facilitate early intervention and timely access to services and resources

- Collaborating with Learning and Development to develop, coordinate, and deliver JP Information sessions to staff.
- Working in a safe manner in accordance with the NCFST's Health and Safety Policies and Procedures and all relevant legislation.
- Other duties as assigned.

What we are looking for

- College Diploma or degree in a related field – Social Service Worker, Children/Youth Worker, Developmental Services Worker, Child Development Practitioner
- Two (2) years' comparable service delivery experience working with Aboriginal children, families, organizations and communities
- Alternatively an equivalent combination of education and experience will be considered.
- Pass a Vulnerable Sector Police Record Check.
- Knowledge of NCFST programs and services, as well as knowledge available and accessible of regional services
- Respect for, sensitivity towards as well as knowledge and understanding of First Nations, Metis and Inuit cultures.
- Knowledge of Jordan's Principle program and service framework
- Compassion, sensitivity and empathy for needs of community members
- Excellent interpersonal and communication skills
- Demonstrated excellence in conflict resolution, mediation, and problem solving
- Strong organizational and administrative skills
- Excellent time management skills
- Excellent computer skills
- Ability to establish and maintain effective working relationships
- Ability to take initiative and work independently, and ability to work in a team environment.
- Ability to meet deadlines and work flexible hours
- Ability to work with confidential and sensitive information
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation.
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.

If you are interested in this job opportunity, please apply by clicking [APPLY HERE](#) on or before **December 9, 2021**

We are dedicated to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.