



**Meadow Lake Tribal Council  
8003 Flying Dust Reserve  
Meadow Lake, SK S9X 1T8**

**Phone: (306) 236-5654  
Fax: (306) 236-6301**

## **Jordan's Principle Coordinator Employment Opportunity**

MLTC Health & Social Department is seeking a dynamic motivated individual to fill the full-time term position of Jordan's Principle Coordinator.

The primary role of the MLTC Jordan's Principle Coordinator is to access, implement, monitor and report on the activities involving Jordan's Principle funds within all MLFN communities. This position will work with families of children/youth with emphasises on aged 0 - 18 years who require support/special services with advocacy and inclusion in their communities that meets Jordan's Principle criteria. The services provided are tailored to the needs of each family and may include connecting families with local support systems, diagnostic services, school and life transitions and parent to parent or peer to peer connections. This position will also support a variety of initiatives regarding health service delivery which extends beyond individual support.

### **POSITIONS DUTIES (include but not limited to):**

- Meet with the family to discuss the family's child or youth needs/concerns, and identifies their needs or expectations of the program.
- Understanding of and respect for the cultural backgrounds of the families served and the ability to develop trusting relationships with all types of families. Encourage families to connect with qualified service providers (physical and mental health, education, spiritual, cultural).
- Support Jordan's Principle community-based programs and activities as needed, i.e. cultural land based programs.
- Apply for additional funds through Jordan's Principle from FNIHB as needed to support both individual and group needs.
- Strong interpersonal skills especially the ability to be empathetic and the ability to resolve conflict in a constructive manner.
- Ability to work as part of a team within the agency and with staff of other human service organizations.
- Support families as they advocate for their child/youth's needs, Support students transitions between home and school and school to life.
- Prepares regular written progress reports, post-visit and contact reports, and discharge reports for the child/youth's file and distribution to appropriate people, i.e. family and referring agency.

- Manage and coordinate Jordan's Principle activities and similar projects, provide recommendations to supervisor regarding the direction of the JP and other projects.

#### **QUALIFICATIONS/ SKILLS/ABILITIES:**

- Business Administration Diploma, or Post-secondary degree in Social Work, Education, Health, Health Care Administration or 3 – 5 years' work experience in health administration and support.
- At least one year of experience working with special needs children/youth and their families at home or in a school setting.
- Experience working with a Microsoft software (Word, Excel, PowerPoint etc.)
- Experienced in managing and facilitating focus groups and identifying gaps
- Excellent communication and interpersonal skills required to develop effective working relationships with First Nation staff, administration, community members and external partners.
- Excellent organizational/interpretation/presentation skills for interpreting and presenting financial information.
- Proficiency in Microsoft Office 2010 (especially Excel, but also Word, PowerPoint and Outlook).

Quality reporting and extensive writing skills required and must be proficient with spreadsheets

**Interested applicants are invited to submit:** A letter of application, resume stating qualifications, related work experience, copies of credentials, current RCMP Security Clearance/Vulnerable Sector Check, copy of valid driver's license, and three (3) current professional *supervisory* references to:

**Human Resource Department  
8003 Flying Dust Reserve  
MEADOW LAKE, SK S9X 1T8  
Email: [hrdepartment@mltc.net](mailto:hrdepartment@mltc.net)  
Phone: (306) 236-5654 Fax: (306) 236-6301**

For more information on position requirements, please contact *Abdul Araga, Information Systems Manager* @ (306) 236-5817 or visit our website @ [www.mltc.net](http://www.mltc.net).

**Deadline: Friday, July 23, 2021**

*MLTC sincerely appreciates and thanks all individuals for their applications,  
however, only those selected for an interview will be contacted.*