



Title:	Jordan's Principle Navigator (1.0 FTE)
Reports To:	Band Administrator (BA)
Term:	Temporary Full-Time Equivalent (FTE) – 2-year term
Hours:	40-hours per week
Salary Classification:	Level 8 (Step 1) \$40.05 (\$83,309 per year)
Location:	Administration & Governance Building

DESCRIPTION

The Jordan's Principle Navigator reports to and works under the direction and supervision of the Band Administrator (or designate). Jordan's Principle makes sure all First Nations children living in Canada can access the products, services and supports they need, when they need them. Funding can help with a wide range of health, social and educational needs, including the unique needs that First Nations children and youth, including 2SLGBTQIA+ and those with disabilities, may have.

The Navigator's main premise is twofold: first, the Navigator promotes Jordan's Principle to families, communities, and service providers, encouraging children with unmet needs and their families to secure access to needed services and supports, and second, to submit requests for assistance either with, or on behalf of these children and families.

Jordan's Principle Navigators can also assist by connecting children and families to service providers, and to assist children and families to facilitate or "navigate" the application process for all parties involved, ensuring the child's needs are always prioritized.

WHAT IS JORDAN'S PRINCIPLE

Every child deserves access to services like health care and support at school. However, First Nations children have not always had the same access to services as other Canadian children. This is because different levels of government fund different services for First Nations children, especially those living on-reserve. This has led to disputes between governments about who should pay for which services. Jordan River Anderson from Norway House Cree Nation in Manitoba got caught in one of these payment disputes. As a result, he didn't get the recommended home-based care he needed.

Jordan was born in 1999 with multiple disabilities and stayed in the hospital from birth. When he was 2 years old, doctors said he could move to a special home for his medical

needs. However, the federal and provincial governments could not agree on who should pay for his home-based care. Jordan stayed in the hospital until he passed away at the age of 5. In 2007, the House of Commons passed Jordan's Principle in memory of Jordan. It was a commitment that First Nations children would get the products, services, and supports they need, when they need them. Payments would be worked out later. Today, Jordan's Principle is a legal obligation, which means it has no end date. While programs and initiatives to support it may only exist for short periods of time, Jordan's Principle will always be there. Jordan's Principle will support First Nations children for generations to come. This is the legacy of Jordan River Anderson.

DUTIES AND RESPONSIBILITIES

Technical Functions

- Coordinating care and linking to appropriate community resources or specific health professionals based on the identified need of the child and their family.
- Provide advocacy and follow-up with the children and their families to ensure that their needs are met.
- Assist in the identification of cases with unmet needs and working with existing or new providers and agencies to deliver the approved services, supports, and/or products.
- Documents accurately and thoroughly, all client information pertinent to the safety and well-being of all clients.
- Functions as an internal resource person for agencies or individuals requiring education or information related to Jordan's Principle, developmental services and/or developmental disorders.
- Prepares program reports for the funding agencies as required.
- Maintains financial records and monitors program budget to ensure balancing of statements with Finance Department and to ensure program is operating within budget limits.
- Monitors program operations through an annual evaluation process

Communications Functions

- Works in conjunction with Jordan's Principle, community health professionals and organizations that provide services and supports for children and youth 0-18 for the purpose of identification and intervention of special needs.
- Develops a relationship with organizations that provide services for identifying children with developmental issues.
- Advocate for Saugeen First Nation community needs at every level of inter-agency communication.
- Provide community education, training, and workshops to further the goals and missions of Children and Youth.

- Establish on-going communication with agencies external to Saugeen First Nation for the purpose of awareness and potential service expansion.
- Maintains positive relations with Saugeen First Nation community services and represents Saugeen First Nation in a highly professional and positive manner at various meetings, conferences, or educational events as directed by the Band Administrator (or designate).

Administrative Functions

- Maintains an appropriate records and a management system that meets legislative standards for health record documentation.
- Develops long term strategy for service expansion as required.
- Develops annual work plan for submission to administration and funders.
- Development and review of program policies and procedures that is culturally appropriate and meet legislative requirements for children's health services.
- Establishment, evaluation, and improvement of protocols with relevant services located both on and off-reserve.

Other Functions

- Any other related duties as may reasonably be required by the Band Administrator (or designate).
- Is responsible for the administration, reporting and management of the Saugeen First Nation Emergency Health Fund by ensuring awareness and familiarity of the provisions of the Emergency Health Fund as stipulated in Policy.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

Working Conditions

- Work requires physical activity and mental stress; requires working inside/outside; requires travel; requires extensive interactions with the public, who at times may be hostile or irate; subject to interruptions, deadlines, unscheduled hours.
- Work requires the ability to prioritize tasks, work independently with minimal supervision and cope with many demands and time constraints.

Other Related Skills

- Exhibits a high degree of initiative and self-direction; good analytical, organizational, verbal, and written communication skills.
- Working knowledge of governmental policies, programs, services, and procedures at the Federal, Provincial and Regional levels relative to the delivery of Children's Health Services.

- Understands the organizational structure of Saugeen First Nation and the lines of authority that exists within this structure.
- Ability to work with tact and discretion, high-level public relations skills, and good project management skills.
- Good knowledge of the Saugeen First Nation Community.
- Cultural awareness.

Impact of Error

- Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relations, confusion, duplication of effort and misinformation being given to staff, elected Council, and the public.

Working Relationships

- Program Managers
Receive direction and guidance and discusses plans, prioritizes to ensure tasks are done efficiently and effectively, receives instructions and supervision.
- Other Staff
Maintains courtesy, cooperation, respect, and teamwork with all staff.
- The Community
Represents and promotes Saugeen First Nation interests; works in a courteous, respectful, cooperative, positive, and proactive manner.

Qualifications Required

- Bachelor's degree in either Social Sciences, Education, Health Sciences or Nursing **OR**
- Accredited College Diploma in Nursing or Developmental Service Worker Diploma with 5 years of experience working with children and/or individuals with disabilities.
- 1-year experience working in the role of Jordan's Principle Navigator or equivalent
- First Aid/CPR
- Must have access to own vehicle.
- Possess a valid Class G driver's license.
- Provide a clean vulnerable sector and cpic.
- Naloxone Training Required (employer provided)

Expressions of Interest *must* include.

- Current cover letter
- Current resume

- Three names (not letters) of references with telephone numbers and email addresses (one must be current or most recent employer)

DEADLINE DATE: Friday, July 7th, 2023, at 4:30 p.m.

(*No Late Expressions of Interest Accepted*)

Only qualified applicants will be contacted for an interview. Interested applicants must be legally eligible to work in Canada at the time of application.

Preference will be given to Saugeen First Nation members who meet the qualifications.

The successful candidate will be asked to provide a current Criminal Record and Judicial Matters Check including Vulnerable Sector Screening as a condition of employment. Applicants will also need to provide verification of academic qualifications.

Applications will be received:

At Office: Joe Wesley – Administration
519.797.2781 ext.1104

By E-Mail: joe.wesley@saugeen.org

By Mail: Saugeen First Nation #29
6 Cameron Drive, Southampton, ON N0H 2L0
Attention: Joe Wesley – Administration