



**Posted: March 28<sup>th</sup>, 2024**  
**Internal/External**

## **EMPLOYMENT OPPORTUNITY**

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Full Time Term** (39.5 hours per/week) position for one year:

### **JORDAN'S PRINCIPLE NAVIGATOR Health and Family Services**

The purposes of this position are:

The Jordan's Principle Navigator is responsible for providing guidance, support, and coordination of services for Curve Lake First Nation, the First Nation children and their families accessing Jordan's Principle services. They will serve as a central point of contact, advocating for the rights and needs of children and ensuring seamless access to appropriate services and supports.

The duties and responsibilities for this position are categorized into four main functions:

1. Navigation and Coordination:
  - Serve as the primary point of contact for the First Nation as an organization, First Nation children and families accessing Jordan's Principle services.
  - Conduct comprehensive assessments to identify the unique needs of children and develop individualized and or group service plans.
  - Coordinate with relevant service providers, agencies, and departments to ensure the timely provision of necessary services and supports.
  - Familiarize self with all Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Jordan's Principle.
  - Familiarize self with Jordan's Principle, service coordination and planning processes.
  - Facilitate communication and collaboration between families, service providers, and other stakeholders to address any barriers or challenges.
2. Advocacy and Support:
  - Advocate for the rights and well-being of First Nation children in accessing appropriate services under Jordan's Principle.
  - Provide information, education, and support to families, community and staff regarding available services, entitlements, and the navigation process.
  - Assist families in understanding their rights, making informed decisions, and accessing resources to support their children's development and well-being.
  - Work closely with community members and organizations to raise awareness and promote the application of Jordan's Principle.
3. Documentation and Reporting:
  - Assist families with completing intake paperwork, gather pricing quotes, gather required supporting documentation and submission of applications.



- Maintain accurate and confidential records of all client interactions, applications, service plans, and progress reports.
  - Generate reports and compile data related to service utilization, gaps, and challenges to inform program development and improvement.
  - Ensure compliance with data privacy and protection regulations, including consent and confidentiality requirements.
4. Collaboration and Partnership:
- Collaborate with interdisciplinary teams, including healthcare providers, educators, social workers, and other professionals, to ensure comprehensive support for children and families.
  - Build and maintain strong working relationships with internal departments, external agencies, service providers, and community organizations to enhance service coordination and collaboration.
  - Participate in relevant meetings, committees, and training sessions to stay updated on Jordan's Principle policies, procedures, and best practices.

**QUALIFICATIONS: (APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

**Education & Experience:**

- Bachelor's degree in social work, child and youth care, psychology, or a related field.
- Two (2) years working experience coordinating and/or managing social programs and services.
- One (1) year direct service experience working with First Nation children and families, preferably within a Jordan's Principle or child welfare context.
- Knowledge of relevant legislation, policies, and programs related to Indigenous child and family services.
- Clear Police Records Check with Vulnerable Sector Check.
- Must have a valid class 'G' Ontario Driver's License.

**RATED REQUIREMENTS:**

**Knowledge/Skills/Abilities:**

- Strong knowledge of Jordan's Principle and its application in supporting First Nation children.
- Excellent communication and interpersonal skills, with the ability to establish rapport and build trusting relationships with families.
- Cultural sensitivity and understanding of the unique needs and challenges faced by First Nation children and families.
- Knowledge of community resources, support networks, and available services for children and families.

**Personal Suitability:**

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

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22 Winookeeda Street  
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#### **TERMS OF EMPLOYMENT:**

This is a **Full Time Term** position for one year beginning immediately. Annual salary range for this position is **\$56,981 - \$62,046** based on a 39.5 hours work week.

#### **APPLICATION:**

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website ([www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)) under documents.

**Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:**

Agnieszka Mlynarz, Human Resources Assistant  
Curve Lake First Nation Government Services Building  
Curve Lake, Ontario K0L 1R0  
Phone (705) 657-8045 Fax (705) 657-8708  
[Recruitment@curvelake.ca](mailto:Recruitment@curvelake.ca)

**Deadline for Applications: Friday, April 12<sup>th</sup>, 2024 @ 12:00pm (noon)**

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

**While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.**

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.