



<https://onionlakehealth.org/careers/intake-worker-jordans-principle/>

## Intake Worker – Jordan’s Principle

### Description

The Jordan’s Principle Intake Worker will report to the Jordan’s Principle Coordinator. This position will be responsible for determining needs of clients and families for JP funding, completing intake forms, and forwarding to the navigators/coordinator. They will assist the coordinator in reviewing and approving social requests.

**Hiring organization**  
OLHBI

**Employment Type**  
Full-time

### Responsibilities

- Carry out intake for social requests. Serve as the contact person in the community/service area.
- Bring social requests forward to coordinator and establish plan for the next steps in the approval process.
- Support families to access available supports in their community.
- Verify eligibility of the child prior to exploring social funding.
- Confirm that the recommendation letter is appropriate for the requested service or support and in the best interests of the child.
- Document case files; Maintain records and invoices on file for audit purposes.
- Work with and support the Service Coordinator with any other assigned duties.
- Work with the JP clerk to arrange approved funding.
- Keep detailed tracking and documentation of social intake and requests.
- Bring forward other requests from families to the Coordinator.

### Qualifications

- Understanding of Jordan’s Principle program and its history.
- Knowledge of First Nations culture, traditions and practices.
- Minimum 1-2 years’ experience working in the administrative field.
- Strong knowledge in computer software and programming
- Excellent time management and strong communication skills.
- Valid Driver’s License, Driver’s abstract, Criminal Record Check and Vulnerable Sector Check.

### Contacts

**DEADLINE DATE: July 2, 2024**

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

**Attention to: Human Resources**

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