



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

## Jordan's Principle Coordinator

### Description

The Jordan's Principle Coordinator will plan, organize, implement, direct, supervise, coordinate, and evaluate activities related to the families with children with complex needs. The purpose is to provide program supports to families with children living with special needs and to help enhance the child's life and facilitate health care interventions and developmental stimulation without denial, delay, or disruption. The Jordan's Principle Coordinator will work closely with Midwest Family Connections (ECIP), Education, and the FASD Coordinator to help identify children that are not accessing services and requiring follow up supports.

### Reports to: Associate Director

### Responsibilities

- The Jordan's Principle Coordinator advocates for clients in the program and provides support to assist families develop their child's developmental needs. This increases their independence and allows them to function in the community.
- Advocates for needed supports which could include respite care, crisis intervention, behaviour management, and life skills training, whether on a one-to-one basis or in a group environment.
- Assists families for locating resources that cultivate recreational, social and/or educational activities for children and their families.
- Responsible to work with the JP navigators and provide day to day supervision, training when needed and assignment of duties.
- Work with other agencies that will enhance a child's developmental requirements to fulfill their potential. The Jordan's Principle Coordinator will liaison with existing providers and teams that serve clients that will be served by Jordan's Principle to ensure adequate resources are obtained for the families. The coordinator will ensure that funding is allocated to approved service.
- Coordinate services, sharing of information within service systems and protect children through early interventions.
- Provides informal and formal presentations to communities, families, groups, and individuals to promote the JP program in the community.
- Collaborate with the OLHBI Community Health, Home Care, and Active Treatment Teams when required, or external Health Providers to OLHBI to assess the client's needs to enable joint planning, implementation, and evaluation of appropriate interventions.
- Work with families to identify their needs and submit JP applications accordingly.
- Establish and maintain a current, accurate, confidential client reporting system.
- Monthly and yearly reports to OLHBI and the funders.

### Qualifications

### Hiring organization

OLHBI

### Employment Type

Full-time

- Must have good knowledge of and 1-2 years of experience working with the Jordan's Principle Program
- Minimum 1-2 years coordinator/supervisor experience
- Advocate for families and services at the Regional and local level.
- Effective communication skills
- Excellent time management and organization skills
- Write monthly and yearly reporting reports.
- Experience in staff management and supervision.
- Establish professional relationships with clients, staff, other professionals and government officials.
- Strong work ethic and maintain confidentiality.
- Experience working with Jordan's Principle, knowing the history and how the system works.
- Diploma or degree in early Childhood, human services or a related field.
- Strong knowledge of computer software and programing. Must be proficient in Excel.
- Knowledge of First Nations culture
- Speaking Cree is an asset for community members.

## **Contacts**

**DEADLINE DATE: August 16, 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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