

MI'KMAQ CONFEDERACY OF PRINCE EDWARD ISLAND

**Job Description
Jordon's Principle-Child First Initiative
Service Coordinator
Full Time Term Position**

The JP-Child First Service Coordination goal is to facilitate access to Federal and Provincial/Territorial health and Social Programs and services. The benefits are to resolve jurisdictional disputes involving the care of First Nations Children between departments within federal governments as well as those between the federal government and provinces/territories

REPORTING TO:

Director of Health, Mi'kmaq Confederacy of Prince Edward Island

Roles and Responsibilities:

- The Coordinator will be expected to work closely with the Regional Resource Person/s and the regional Focal Point that will provide guidance and support to ensure the guiding principles established by the Atlantic First Nations Health Partnership are adhered to.
- The Coordinator will be expected to work closely with the First Nation Communities(Lennox Island, Abegweit) and other service agencies necessary to meet the need of clients.
- The coordinator will collaborate with provincial stakeholders and agencies and establish robust protocol and procedures to establish a sustainable program.
- The Coordinator will establish a communication protocols that will allow guidance from the Regional Resource Position and the Regional Focal Point.
- The Coordinator will provide a collaborative, client-driven system to guide Children and their families though a comprehensive array of services to ensure they receive quality services and supports that are culturally appropriate at all stages and levels of care; and
- Help Families navigate the health and social systems;
- facilitate access to appropriate health or social professionals for need assessments, or provide professional assessments services where there are gaps;
- work with regional JP focal points to help facilitate access for all First Nations Children to Federal/Provincial/Territorial services on and off reserve and coordinate the collection of information on services requested;
- coordinate access to services in a timely manner; and
- build case management capacity through the development of policies, procedures and protocol, related to screening and assessment, service planning, monitoring and evaluation of service plans, and training for staff.
- build relationship with community resources and collaborate with existing community based services;
- enhance awareness in First Nations communities of existing programs and support; and
- work with communities to proactively indentify children with unmet needs to facilitate early intervention and timely access to services and supports.

- Submit timely and accurate program reports as directed and prescribed by the Director of Health
- Prepare and implement activities as outlined in a detailed work plan;
- Comply with all MCPEI standard operating procedures and policies;
- Build a productive, cooperative working climate within the team, the organization and with other stakeholders;

WORKING CONDITIONS

Physical, Mental, Visual

Moderate physical activity is required and the work environment should be minimally stressful when dealing with the public and staying organized. There will be travel away from the office environment.

HOURS OF WORK

Hours of work will be in accordance to the standard hours of operation at the Mi'kmaq Confederacy of PEI (Summer hours are 8:00a.m.-4:00p.m. and Winter hours are 8:30a.m -4:30p.m.). A standard work week for this position is 37.5 hours unless otherwise specified in the employment contract.

Qualifications:

- Degree in social work, nursing, education or related profession with at least 5 years of experience working in the field of health, social or education sectors. The equivalent combination of education and experience will be considered.
- Very good judgment, strong inter-personal skills, ability to work independently, strong written communication skills, effective analytical skills, initiative, willingness to be a team player;
- Ability to focus on meeting deliverables within the required timeframe and work plan;
- Valid driver's license and/or access to reliable transportation

Guiding Principles:

- Equity of services for all First Nation Children for services
- Responsive client and family centered care
- Timely access to service coordinator
- Holistic integration of multiple services
- Continuity of services across transitions
- Advanced planning and support for children aging out of the system
- Consistent best practice to meet the normative standard of care
- Effective and efficient service coordination
- Protection of personal information
- Collection of appropriate data to inform evaluation
- Culturally appropriate and safe
- Education for community and service providers



MI'KMAQ CONFEDERACY OF PRINCE EDWARD ISLAND

Job Opportunity Jordon's Principle-Child First Service Coordinator

The objective of the JP-Child First Initiative Service Coordinator is to facilitate access to Federal and Provincial/Territorial Health and Social Programs and services. The benefits are to resolve jurisdictional disputes involving the care of First Nations Children between departments within Federal governments, as well as those between the Federal government and provinces/territories.

Qualifications

- Degree in social work, nursing, education or related profession with at least 5 years of experience working in the field of health, social or education sectors. The equivalent combination of education and experience will be considered.
- Proven ability to efficiently analyze, synthesize and summarize documents and reports
- Excellent oral and written communication skills
- Previous work experience within First Nations would be an asset
- Knowledge of the culture, traditions, social history and economic conditions of PEI First Nations
- Knowledge and experience with provincial programs/systems/pathways on Prince Edward Island
- Previous work experience with consulting on health matters
- Demonstrated ability to work independently, have initiative and be adaptable
- Ability to complete work within a specified period of time
- Ability to exercise discretion, flexibility and judgement

Complete job description is available on the MCPEI website: www.mcpei.ca

HOURS OF WORK

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Please fax, mail or email a cover letter along with a detailed resume outlining qualifications and related work experience. **Deadline to apply: February 10, 2017, by 3:00pm.** Only those chosen for an interview will be contacted.

APPLY TO:

Mi'kmaq Confederacy of PEI
Tabatha Bernard, Human Resource Advisor
200 Read Drive
Summerside, PEI C1N 5N7
tbernard@mcpei.ca
FAX: 902-436-5655