



EMPLOYMENT OPPORTUNITY

OPEN TO THE PUBLIC WITH PREFERENCE TO TH CITIZENS

AOC Jordan's Principle Service Coordinator

Department: Ni'ehlyat, Nidähji' (Our Families, Our Future)

Location: Chief John Jonas Centre Offices – Dawson, YT

Posting Date: April 1, 2024

Standard Hours Bi-Weekly: Auxiliary On Call

Salary: Level 7 Step 1 (\$44.22 hourly)

Closing Date: Ongoing

Under the direction of the Cultural Connections Manager, the Jordan's Principle Service Coordinator is responsible for providing knowledgeable support to assist children, youth, and families as they navigate the Jordan's Principle / Child First Initiative application process and subsequent file management. The Jordan's Principle Service Coordinator will be expected to help citizens draft applications and associated budgets, as well as support with resource gathering, logistics management, and communication with Indigenous Services Canada (Jordan's Principle / Child First Initiative). The Jordan's Principle Service Coordinator will also work in coordination with the Council of Yukon First Nations to encourage program access for all Indigenous children under 18, and to facilitate case-management supports to the northern communities (i.e. Dawson City, Old Crow, Mayo).

An Eligibility List may be established from this competition – the duration of the eligibility list may be up to 12 months. The eligibility list may be used to fill future permanent full-time, permanent part-time, temporary full-time, temporary part-time, term, or auxiliary on-call vacancies within the same department and classification based on the organizational needs by going the next highest ranked candidate until the eligibility list expires.

If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide. Applications will not be accepted without a cover letter and resume.

Essential Qualifications:

- Post-Secondary Diploma / Certificate in Human Services, Family and Youth / Child Services, Administration, Social Work or a similar related field of study. An equivalent combination of education, experience, skills and abilities may be considered.
- Previous experience working in a child, youth and family support worker role combined with knowledge and understanding of implementing the best-practice models of holistic family support / prevention and delivery.
- Demonstrated experience securing grants, writing funding proposals, monitoring project deliverables, evaluating project outcomes, and assembling final reports.
- Demonstrated ability to prepare reports, proposals, and budget and funding agreement management.
- Experience coordinating, facilitating, leading and presenting information sessions / activities that motivate and empower participants.
- Experience in file management, maintaining case records, researching and evaluating data, and assembling reports and recommendations.
- Experience monitoring budgets, financial transactions, coding revenues/expenses and maintaining control on budget lines.
- Proficiency with computers and related software (MS 365, Outlook, Word, and Excel) and videoconference platforms such as Zoom and MS Teams.

Assets:

- Knowledge of and experience working with community agencies and resources available to coordinate service and program delivery, case management plans and referrals.
- Knowledge and understanding of the formal justice system, including relevant legislation and impacts of child apprehension and child welfare on Indigenous communities (an asset).
- Knowledge and understanding of Indigenous peoples' history and the intergenerational impact on individuals, families, children and communities which may include experiences with foster care, group homes, loss of culture, loss of family and family unit, and family violence.
- Knowledge of, and/or willingness to learn, Tr'ondëk Hwëch'in government structure, values, culture, traditions, history, demographics, family structures, socio-economic dynamics, challenges and aspirations.

Conditions of Employment:

- Criminal Records Check with Vulnerable Sector Screening.
- Class 5 Driver's License with a clear driver's abstract.
- Standard First Aid Certificate or willingness to obtain.
- Mental Health First Aid for Northern Peoples, Trauma Informed Care, Vicarious Trauma or willingness to obtain.
- TH 101 Cultural Awareness Training.

A detailed job description is available upon request.

For more information, contact Human Resources or visit our website at: Trondek.ca

Phone: (867) 993-7100 Send inquiries to: hrjobs@trondek.ca

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

Physical Location: 1242 Front Street, Dawson City, Yukon

We thank all applicants, but only those selected for further consideration will be contacted.

"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens in the pursuit of a strong, healthy, and united future."