



P.O. BOX 5000

OHSWEKEN, ONTARIO

NOA 1M0

JUL 10 2018

JORDAN'S PRINCIPLE NAVIGATOR
ADMINISTRATION, HEALTH SERVICES
(CONTRACT)

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, **Wednesday July 25, 2018**, for a contract Jordan's Principle Navigator with the Administration, Health Services Department, Six Nations Elected Council. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications will be accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction and supervision of the Team Manager – Child and Youth Health, the Jordan's Principle Navigator shall be responsible for the provision of a comprehensive service to identify and coordinate applications for Jordan's Principle funding for Six Nations Community Members. The position will work with the Child and Youth Health Care Managers to identify gaps in health services for Children and Youth for the purpose of submitting a Jordan's Principle funding application, within the policies and procedures established by Six Nations Elected Council.

SALARY: To Be Determined

BASIC QUALIFICATIONS:

- A Bachelor's Degree in Health Sciences, Social Services, or Education with experience working with children and/or individuals with disabilities OR;
A College Diploma in Health Services, Social Services or Education with five (5) years of experience;
- Regulated Health Professionals must be a registered member in good standing with their prospective governing College of Ontario;
- Current cardio-pulmonary resuscitation (CPR) certificate and current first aide (FA) certificate;
- Must have valid class "G" driver's license and reliable transportation.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript and photocopy of First Aid/CPR certificate.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

JORDAN'S PRINCIPLE NAVIGATOR – Contract
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69
Ohsweken, Ontario NOA 1M0

OR

SIX NATIONS ELECTED COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL SEEK TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES IN A MANNER THAT MOST RESPECTS THEIR DIGNITY. ALL CANDIDATES ARE ENCOURAGED TO APPLY; APPLICANTS FROM SIX NATIONS AND OTHER FIRST NATIONS WILL BE GIVEN PREFERENCE TO DELIVER PROGRAMS AND SERVICES IN A FIRST NATIONS COMMUNITY. BASED ON THE NEED TO PROVIDE QUALIFIED PROFESSIONAL SERVICES, ONLY THOSE APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE INVITED FOR AN INTERVIEW.

Method #2:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript and photocopy of First Aid/CPR certificate.
5. Scan and email all documents listed above to recruitment@sixnations.ca.



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Jordan's Principle Navigator

REPORTING RELATIONSHIP:

Reports to and receives functional and direct supervision from the Team Manager – Child and Youth Health.

PURPOSE AND SCOPE OF THE POSITION:

The Jordan's Principle Navigator (JP Navigator) is responsible for the provision of a comprehensive service to identify and coordinate applications for Jordan's Principle funding for Six Nations Community Members. The position will work with the Child and Youth Health Case Managers to identify gaps in health services for Children and Youth for the purpose of submitting a Jordan's Principle funding application.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Assist in the identification of cases with unmet needs with respect to health system navigation
- In conjunction with Child and Youth Health Case Managers, assist clients and their families to navigate and access services throughout the system, including federal, provincial, First Nations, and non-governmental services and supports
- Liaise/coordinate with regional Health Canada and Indigenous Services Canada (ISC) programs and services, provincial health system, and with community-based programs and services, to address service gaps
- Refer any critical service gaps that cannot be resolved through existing resources to the federal JP Focal Points in a expedient manner
- Support case management in development and implementation of integrated health and social services care plans and their follow-up
- Documents accurately and thoroughly within the established charting requirements and style, all client information pertinent to the applications
- Prepares program reports for the department and funding agencies as required
- Maintains financial records and monitors program budget to ensure program is operating within budget limits
- Monitors program operations through an annual evaluation process

2. Communications Functions:

- Engage and educate communities on Jordan's Principle and the roles/functions of JP Navigator and federal Focal Points
- Provide community education, training and workshops to further the goals and missions of the Jordan's Principle program
- Liaise and build relationships with federal/provincial Jordan's Principle/JP Focal Points, ON Non-Insured Health Benefits (NIHB) Navigators and the ON NIHB Network
- Liaise with profit and non-profit services/supports that may be able to augment available government services
- Improve client awareness of existing supports and services
- Work in conjunction with the community health professionals and organizations that provide services and supports for children and youth 0-18 for the purpose of completing applications for funding
- Maintains positive relations with Six Nations community services and represents Six Nations Health Services in a highly professional and positive manner at various meetings, conferences, or educational events as directed by the Team Manager
- Advocate for Six Nations community needs at every level of inter-agency communication

3. Administrative Functions:

- Undertake data collection (i.e. JP Tracking tool) and reporting activities (templates to be provided)
- Develop options for discussion of service coordination delivery models to be implemented 2017-2019
- Maintains a culturally relevant program
- Maintains an appropriate records management system that meets legislative standards for health records documentation
- Develops long term strategy for service expansion as required
- Develops annual work plan for submission to administration and funders
- Development and review of program policies and procedures that is culturally appropriate and meet legislative requirements for children's health services
- Establishment, evaluation and improvement of protocols with relevant services located both on and off-reserve

4. Other Functions:

- Any other related duties as may reasonably be required by the Director of Six Nations Health Services.
- Provides support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

- Work requires physical activity and mental stress; requires working inside/outside; requires travel; requires extensive interactions with the public, who at times may be hostile or irate; subject to interruptions, deadlines, unscheduled hours.
- Work requires the ability to prioritize tasks; work independently with minimal supervision and cope with many demands and time constraints.

WORKING RELATIONSHIPS:

With the Team Manager – Child and Youth Health

Receives direction and guidance and discusses plans, prioritizes to ensure tasks are done efficiently and effectively, receives instructions and supervision.

With Other Staff

Maintains courtesy, cooperation, respect and teamwork with all staff.

With the Community

Represents and promotes Six Nations Health Services interests; works in a courteous, respectful, cooperative, positive and proactive manner.

With External Agencies

Represents and promotes Six Nations' interests relative to Six Nations Health Services; seeks to develop close working relationships with all agencies pertinent to the health and well being of all clients.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- A Bachelor's Degree in Health Sciences, Social Sciences, or Education with experience working with children and/or individuals with disabilities.

OR

A College Diploma in Health Sciences, Social Sciences or Education with 5 years of experience

- Regulated Health Professionals must be a registered member in good standing with their respective governing College of Ontario.
- Current cardio-pulmonary resuscitation certificate
- Current first aid certificate
- Must have a vehicle and Class G driver's license
- Must successfully pass a vulnerable sector police record check.

Other Related Skills:

- Exhibits high degree of initiative and self-direction; good analytical, organizational, verbal and written communication skills.
- Working knowledge of governmental policies, programs, services and procedures at the Federal, Provincial and Regional levels relative to the delivery of Children's Health Services.
- Understands the organizational structure of the Six Nations Health Services, Six Nations Elected Council and the lines of authority that exists within this structure.
- Ability to work with tact and discretion; high-level public relations skills and good project management skills.
- Good knowledge of Six Nations Community and highly sensitive to Six Nations culture.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations of the Grand River Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.



APPLICATION FOR EMPLOYMENT
With the Six Nations Council

PART I GENERAL INFORMATION

Application for: (Job Title)			Closing Date:		
Name of Applicant:	First Name	Initial	Last Name	Band & Number(if applicable)	
Mailing Address (R.R.#, Blue # & Address)			Home Phone.	Alternate Phone No.	
City or Town or Village	Province	Postal Code		Email Address	
<p><small>Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.</small></p>					
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you have previously worked for Six Nations Council, please answer the following: Length of time worked _____ Months _____ Year(s) Dates Employed: _____ Reason for Leaving _____					
Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No					

PART II EDUCATION

Year Last Attended	Secondary School					College or University					Graduate or Professional				
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Level Completed															
Certificates, Diplomas, Degrees obtained															
Course of Study Taken															
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education															

PART III WORK HISTORY**I Present or Last Employer**

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

II Previous Employer

Address:

Type of Business:

Telephone:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

III Previous Employer:

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)

1. _____
2. _____

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

 Applicant's Signature

 Date