



# UCWALMICW

## ALL NATIONS SERVICES SOCIETY

34629 – A Delair Road

Abbotsford, British Columbia V2S 2E1

Phone: 604-425-3455 Email: [general@uanss.com](mailto:general@uanss.com)

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**JOB TITLE:** Jordan's Principle Service Coordinator

**JOB OBJECTIVES:**

- Support eligible First Nation and Inuit children and families in the preparation and submission of Jordan's Principle and Inuit Child First Initiative requests when a gap, delay, disruption or deficiency in existing services or supports is apparent and play an active support role in case management with the child's circle of care;
- Serve all First Nations communities within their assigned health region and sub-region;
- Travel and schedule engagement workshops, outreach activities, and community visits to educate First Nations and Communities, service provision organizations and the public about the Jordan's Principle initiative;
- Support eligible First Nation and Inuit children and families in the preparation and submission of Jordan's Principle and Inuit Child First Initiative requests when a gap, delay, disruption or deficiency in existing services or supports is apparent and play an active support role in case management with the child's circle of care;
- Meet with First Nation leaders, elders, and other knowledge holders to gather input on outreach and engagement for the Jordan's Principle initiative as well learn Indigenous Cultural Safety, Cultural Humility, and Anti-racism practices;
- Understand the breadth and depth of the service delivery landscape and as it pertains to provincial and First Nations service systems and helps children and families access existing resources through these systems;
- Review all Jordan's Principle documentation related to the Jordan's Principle Orders related to service and financial accessibility from an Agency perspective;
- Familiarize self with agency Jordan's Principle, service coordination and planning – service workflow processes and make recommendations to modify the process to the Program Supervisor;
- Assist and develop agency Jordan's Principle (reporting templates) with supervisor for formal submission based on budget and service needs of the agency;
- Work in collaboration with the service teams to identify "unmet needs" and work in collaboration with required team members to lead the completion of Jordan's Principle applications, respond to documentation for applications including support letters required by parties;
- Work in collaboration with families served to empower advocacy and assist in navigating the Jordan's Principle application process;
- Participate in internal or external committees as required, or requested.



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- Liaise and work effectively with the communities served, service providers, collateral agencies and organizations and elders;
- Apply agency service coordination and workflow process from intake, ongoing case management and discharge in conjunction with agency mandated and non-mandated programs;
- Act as a liaison and provide education and information sessions to agency staff in relation to Jordan's Principle;
- Manage service-related data collection processes as define by management;
- Work in collaboration with the finance department in coordinating direct vendor to Jordan's Principle billing processes and invoicing and reimbursement of expenditures assumed by Ucwalmicw All Nation Services Society;
- Familiarize self with all Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Jordan's Principle;
- Work in collaboration with assigned finance department staff to ensure that all financial claims related to Jordan's Principle are processed and managed according to agency policy and procedures;
- Complete monthly, quarterly, and annual reports as required;
- Track and maintain statistical data;
- Other duties as required.

### **QUALIFICATIONS:**

- University degree or college diploma (two year minimum) in Human Services or Social Work.
- A significant combination of education and/or experience related to social work, health care services; and/or education will be considered.

### **WORK EXPERIENCE:**

- Minimum of one-year direct service experience with children and families
- Experience working with Indigenous people, organizations, and communities

### **KNOWLEDGE and SKILLS:**

- Understand the depth of service deliver landscape pertaining to services available to First Nation and Inuit children and youth in BC



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- Excellent written communication skills with the ability to independently write reports, presentations, electronic correspondence, and other forms of professional communications
- Strong time and project management skills
- Strong ability to motivate and empower participants through presentation sessions
- Ability to manage multiple projects and tasks
- Ability to work flexible hours, as required
- Must be familiar with Microsoft 365 and the internet
- Must possess valid driver's licence, access to a reliable vehicle and be willing to travel
- Maintain manual and computerized information filing systems

### PERSONAL ATTRIBUTES:

- Flexible
- Excellent written and oral communication
- Reliability
- Organized, accurate and ability to multitask

### WORK ENVIRONMENT:

- The incumbent can expect there will be times they will encounter inclement weather conditions during course of driving

### PHYSICAL DEMANDS:

- This position will typically be an indoor setting, the delivery of activities or performance of duties may take place off-site.
- Travel is required for this position (approximately 50%)

**EXPECTED RATE:** Depending on experience

**DEADLINE:** Open recruitment until position is filled

Submit applications to [general@uanss.com](mailto:general@uanss.com). Include in your application a cover letter, resume, and two (2) reference letters – one (1) employment related from recent employer.

**Successful candidate, must provide a Criminal Records Check (vulnerable sector) and Drivers Abstract**