



## INDEPENDENT FIRST NATIONS ALLIANCE

### Job #151 Jordan's Principle Navigator – Thunder Bay

Location: IFNA Thunder Bay Office (in person)

Department: Health Services

Type of Role: Full-Time

Do you have a passion for working with families and children? We're seeking a dedicated individual to join our team as a Jordan's Principle Navigator for Thunder Bay.

The Jordan's Principle Navigator liaises with Independent First Nations Communities (IFNA) communities and families to assist with access to funding for their children's unmet health, social, and education needs. They assist in data collection and identify service gaps with the support of the Jordan's Principle Coordinator to whom they report. If you have exceptional organizational skills, attention to detail, and strong communication abilities, this may be the role for you.

#### **Responsibilities:**

1. Advocacy and Service Coordination
  - Advocates for community members to receive equal services.
  - Liaises with communities and families to share information and provide service coordination for funding requests.
2. Data Collection and Service Gap Identification
  - Collects data related to health, social, physical, emotional, and educational needs.
  - Identifies service gaps within the community with the support of the Jordan's Principle Service Coordinator
  - Gather information and supporting documentation for individual Jordan's Principle requests and group proposals.
3. Community Engagement and Communication
  - Engages, educates, and maintains communications with community members and families.
  - Attends community events.
  - Establishes relationships with service providers in the communities through visitation (e.g., Choose Life, Early Years, NIHB, Band Council, Nursing Stations, Schools, etc.)
4. Administrative Duties
  - Completes Jordan's Principle-associated paperwork and maintain accurate records.
  - Stay updated and educated on changes in Jordan's Principle and associated programs.
  - Facilitates effective communication between Indigenous Services Canada (ISC) representatives and community members.
  - Submits reimbursement portfolios for individual Jordan's Principle approvals or guides clients through the process.
  - Gathers information and supporting documentation for individual Jordan's Principle requests and group proposals.
5. Operational Readiness and Emergency Response



- Preparation by ordering and gathering of supplies & services in response to emergencies or crisis within communities.

### **Position Requirements:**

- Successful completion of high school or equivalent.
- 1 year experience in an administrative or related role preferred.
- Highly organized with attention to detail related to data entry, record keeping and time management.
- Ability to interact with public the public and uphold a professional public profile when working with communities, families, and key stakeholders.
- Strong knowledge of office procedures and practices.
- Proficient in the use of MS Office including Word, Excel and Outlook.
- Strong written and verbal communication skills when interacting with the public.
- Familiarity of Indigenous communities and organizations; experience working for an Indigenous organization.
- Ability to speak Oji-Cree and/or Ojibway is considered an asset.
- Valid Ontario G class Driver's license with access to a reliable insured vehicle.
- Ability to travel.

*Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.*

**Why Join IFNA?** If you're ready to contribute to the efficient operation of health services programs and make a meaningful difference, apply now to join our team. We welcome individuals who are committed to supporting the well-being of our communities.

We offer a full benefits package including health, dental, life insurance, short- and long-term disability, pension and vacation starting at 3 weeks.

**Salary Range:** \$68,000 to \$84,000

**Schedule:** Regular hours from Monday to Friday with weekends, overtime and on-call availability.

**Submit your resume and cover letter** outlining your relevant experience and why you are the ideal candidate for this position to [recruitment@ifna.ca](mailto:recruitment@ifna.ca) identifying **Job # 151** We look forward to welcoming you to our team!

**Deadline:** Position will be open until filled.

*Please note that only candidates under consideration will be contacted.*

*We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation*

