



INDEPENDENT FIRST NATIONS ALLIANCE

Job # 154 Jordan's Principle Assistant Manager

Location: IFNA Sioux Lookout Office (in person)

Department: Health Services

Type of Role: Full-Time

Are you passionate about supporting the IFNA communities and families by addressing gaps in services for children and their families? We're seeking a dedicated individual to join our team as a Jordan's Principle Assistant Manager. This role provides a bridge between families and service providers to ensure children in need are provided with new or ongoing health-related supports and resources.

Responsibilities:

- Facilitates case management and outreach using a strength-based, trauma-informed approach for children, families, and communities.
- Maintains ongoing, client-focused relationships with community departments to ensure timely service provision to children and families.
- Works in collaboration with IFNA Communities' Health, Education and Social Service Workers to determine scope of services available within those communities.
- Communicates with applicable community departments and workers to identify any gaps within the existing health support and services that are available to community members.
- Seeks to establish appropriate communication channels within communities, provide informational resources and promotional materials. This includes presenting in front of large groups.
- Represents the IFNA communities on regional, provincial, and federal committees as it relates the Jordan's Principle project goals and objectives.
- Identifies and communicates relevant community issues to regional, provincial and federal committees, present information to Jordan's Principle Manager
- Carries out administration duties, such as developing, preparing, and submitting periodic reports for the program, file maintenance, work planning and budgeting, gathering documents, preparing, and submitting applications, etc.
- Supervises diverse team members; mentoring, coaching, training, and leading teams to meet service goals in a fast-paced environment.
- Establishes and upholds privacy and confidentiality practices within all areas of the job

Position Requirements:

- Post-secondary education within a health-related field; equivalent education and experience may be considered.
- At least two years of experience providing case management services to children, families, and communities.



- At least two years of experience in leading teams and working collaboratively with diverse stakeholders.
- Driver's license G with clear driving abstract and available reliable vehicle
- Ability to travel for 1-3 nights to various working sites when required
- Knowledge of the Jordan's Principle Initiative, as well as a good understanding of provincial health services and Indigenous Services Canada.
- Excellent cross-cultural knowledge and competency as well as strong intrapersonal, interpersonal, team, and presentation skills.
- Strong communication, advocacy, interpersonal, and organizational skills.
- Able to remain calm and productive while managing stressful situations.
- A good understanding of the culture and the language is a definite asset
- Familiarity with the independent First Nations Alliance First Nations is also an asset

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: \$95,000 to \$100,000

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 identifying **Job # 154**. 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