

EMPLOYMENT OPPORTUNITY



POSITION: F/T Jordan's Principle Intake Worker

REPORTING TO: Barrier Reduction and Access Service Specialist

Position Summary:

Muskoday Community Health Centre (MCHC), along with Jordan's Principle, requires a Full-Time Intake Worker in response to the rising needs in the Muskoday First Nation (MFN). The incumbent will support and identify the needs of the MFN community with social requests funded through Jordan's Principle mandates. The incumbent will work closely with families to fill out documentation related to social requests and determine eligibility through Jordan's Principle and other resources to support families with children under the age of 18. The incumbent will assist the Barrier Reduction and Access Service Specialist with planning, delivering programming, and evaluating Jordan's Principle services. The individual we are seeking will be dedicated to serving the needs of families and children who require advocacy, support, and resources.

Duties & Responsibilities (Including but not limited to):

- Work with and support the Barrier Reduction and Access Service Specialist;
- Serve as a contact person in their community and for social requests;
- Support families to access availability supports in the MFN Community;
- Validate eligibility of the child prior to approving funds;
- Confirm the recommendation letter is applicable for requested service or support, and is in the best interests of the child;
- Document case files and maintain records/invoices on file for audit purpose;
- Attend meetings, seminars, and training as directed by supervisor;
- Ensures the well-being of clients in the program and promotes their development including their physical, social, emotional, and daily life skills;
- Ensure the security, confidentiality, accuracy, and integrity of individual client records;
- Promote health and safety of clients and advocating on behalf of clients;
- Requesting supporting documentation;
- Keep clients up to date with information and decisions that affect them;
- Ability to work productively as a member of a team as well as independently;
- Good working knowledge of computer systems (Microsoft Excel, Word, Outlook, Internet);

Competencies:

- Minimum Three (3) years Office Administration experience;
- Office Administration certificate or diploma would be an asset;
- Must have strong computer skills;
- Ability to manage competing priorities and meet tight deadlines;
- Strong multi-tasking ability and analytical skills;
- Can identify and mitigate the impacts of systemic barriers on children and families;
- Excellent interpersonal, communication, and organizational skills to develop effective working relationships with First Nation staff, administration, community members and external partners;

- Knowledge of First Nations history and the effects of colonization on First Nations people;
- Must hold and maintain a valid Driver's License;
- Relevant certificates and training will be considered an asset – CPR/First Aid, ASIST, Mental Health First Aid, etc.)
- **Must pass a criminal record check.**

Working Conditions:

- This position will be located at the Muskoday Community Health Centre, collaborating with the Health and Well-Being staff, along with other agencies within the community.
- Located 25 kilometers south on Hwy3, from Prince Albert SK.
- Must be comfortable with in-person home visits.
- Muskoday First Nation is an indigenous community which is reconnecting to cultural ways;
- Position may involve participating in cultural teachings and protocols as directed by supervisor.

Salary: \$46,800 annually @37.5 hrs per week. Monday to Friday

How to APPLY:

Deadline for applications: February 28th, 2024

Please apply through **EMAIL** in confidence with cover letter, resume and three references to:

MFN Human Resources

resume@muskodayfn.ca

Mail: PO Box 99 Muskoday, SK. S0J 3H0

Fax: (306) 764-4664 Email:

- ❖ Muskoday First Nation appreciates the interest of all applicants; however only those selected for an interview will be contacted.