

## Job Description

### Jordan's Principal Coordinator

---

**SUMMARY:**

The Jordan's Principle Coordinator is responsible for providing support and advocacy to NAN First Nation communities and First Nation partners in the implementation of Jordan's Principle. Responsibilities include strategic planning, coordination, research, and development of a collaborative process to ensure effective and efficient services to First Nations children, youth, and families. The Jordan's Principle Coordinator will develop and maintain effective, collaborative working relationships with NAN First Nation communities, and partners in developing long term strategies leading to the full implementation of Jordan's Principle.

---

**DUTIES AND RESPONSIBILITIES:**

- Review and analyze potential impacts to NAN First Nation communities related to the existing and ongoing Canadian Human Rights Tribunal and Indigenous Services Canada policies/operational plans and prepare briefing notes to inform Director of Social Services and Executive Council member.
- Coordinate the planning, implementation and evaluation of a strategic community-led process that will support First Nation ownership and long-term sustainability.
- Liaise and advocate on behalf of NAN First Nations and partners on issues related to Jordan's Principle applications, for the purpose of resolving issues and achieving services for children and youth.
- Provide direct support and training for Jordan's Principle Coordinators at the community and Tribal Council level and coordinate regular meetings.
- Respond to requests for information and support related to Jordan's Principle.
- Schedule, convene, and facilitate meetings as needed and oversee the planning and coordination of workshops, and conferences.
- Develop communication strategies to ensure effective flow of communication with the Executive Council, NAN leadership, First Nations communities and partners and other relevant organizations.
- Draft correspondence, proposals, discussion papers, internal documents, PowerPoint presentations, and briefing notes for senior management, NAN Chiefs and NAN Executive.
- Represent NAN and Social Services department at government tables, meetings, conferences, workshops, etc. for purposes of presenting or gathering information.
- Work collaboratively with the Childhood Development department to integrate work under the Special Needs Strategy that impacts the implementation of Jordan's Principle.

- 
- Ensure the maintenance of an effective filing system that ensures records of activities, decisions, progress reports, and resolutions.
  - Performs all other related duties as required.

## **ACCOUNTABILITY:**

---

The Jordan's Principle Coordinator is under the day-to-day supervision of the Director of Social Services, with overall accountability for performance to Chief Administrative Officer.

## **COMPETENCIES AND QUALIFICATIONS:**

---

- Post- Secondary education in a social services, health, or related field with a minimum of five (5) years' work experience or a combination of related education/training directly related to Indigenous children and youth.
- In-depth knowledge of Jordan's Principle and current landscape within NAN territory.
- Extensive knowledge of the broad spectrum of on-going health issues and service pathway systems with a solid understanding of the trends, directions and models of delivery and governance that affect health care and child and youth services in the NAN territory.
- Leadership abilities, communications, and interpersonal skills necessary to interact effectively internally and externally to develop and maintain effective working relationships.
- Solid organization and management skills
- Excellent analytical and negotiation skills
- Excellent oral and written communication and time management skills
- Ability to execute and be a self-starter and follow through on projects.
- Strong computer skills with experience in using Microsoft Teams, OneDrive, Sharepoint Excel, and Power Point
- Fluency in one of NAN's three languages (Cree, Ojibway, or Oji-Cree) a definite asset
- Willing and able to travel to remote First Nations'.

LOCATION: Thunder Bay, Ontario  
PORTFOLIO: Social Services  
REVISED: November 2021