



**Union of Nova Scotia Mi'kmaq
Health Department
Jordan's Principle
Service Coordinator Assistant**

The Union of Nova Scotia Mi'kmaq is hiring a Service Coordinator Assistant for our Jordan's Principle Team.

The Union of Nova Scotia Mi'kmaq is a tribal council created in 1969 to provide a unified political voice for the Mi'kmaq people of Nova Scotia. We offer services in Capacity Development, Health and Wellness, Information Governance & Data Protection and more. UNSM First Nation member communities include: Eskasoni, Potlotek, Membertou, Wagmatcook, We'koqma'q and Paqtnkek.

Jordan's Principle

Jordan's Principle is a child first funding initiative that aims to ensure that First Nations' children/youth receive access to needed health, social, educational and/or cultural services and supports. It was developed to ensure that jurisdictional funding gaps that exist do not become a barrier for children seeking services. First Nations' children/youth receive supports comparable to supports that are available to other children living in the same province.

Jordan's Principle provides services throughout Unama'ki and maintains offices in Membertou, Eskasoni and We'koqma'q.

Jordan's Principle Service Coordinator Assistant Position Overview

Under the direction of the Service Coordinator, and reporting to the Jordan's Principle Manager, the Service Coordinator Assistant is responsible for supporting First Nations children and their families as they go through the process of navigating existing publicly funded programs/services in a culturally safe and respectful way. In addition, if service/program gaps are identified, the Service Coordinator Assistant advocates for funding necessary to fill those gaps.

Key Responsibilities

- Work in community as point of contact for Indigenous families, community staff, and regional partners in accessing services and supports
- Assist and support families as they navigate existing services/supports for their children
- Submit funding requests to the Service Access Resolution Fund on behalf of children and their families when necessary
- Build strong relationships and partnerships with frontline workers and professionals to ensure wrap around services for First Nations children & youth
- Support data collection and analytical activities to better understand the scope of children's needs and nature of service gaps



Skills and Abilities:

- Knowledge of available resources; in community, regionally, and provincially
- Manage one's own workload effectively, efficiently, and independently, achieving results within acceptable time frames
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media platforms
- Strong listening, oral and written communication skills
- Strong administrative and organizational skills
- Ability to work as a member of a diverse team, where productive relationships are developed and maintained
- Recognize and respects all cultural diversity and understands local Mi'kmaq culture and traditions

Please note: The duties that are outlined in this description are not exhaustive. Other duties may be required.

Qualifications

- High School diploma
- A combination of education and/or experience related to social work; health care services; and or education including undergraduate degrees, diplomas, certificates in a health, education, or social science discipline
- Knowledge of programs available to children in the areas of health, social and education
- Ability to communicate effectively and clearly; excellent oral and written skills required
- Knowledge of Mi'kmaq language would be an asset
- Effective interpersonal skills, high level of initiative and motivation
- Experiencing using computer programs such as Microsoft Word, Excel, Power Point, and internet/email programs
- Valid driver's license and ability to travel
- Willing to provide the UNSM with a criminal record check and vulnerable sector check.

Employment Term: One Year Term (Maternity Leave)

Salary: Commensurate with experience and qualifications

Cover letters and resumés must be sent to: careers@unsm.org

Deadline for applications: Until position is filled.