



Musk-kosiminiziibing

Formerly Big Grassy River First Nation

403 - B Anishinabe Way
P.O. Box 414, Morson, Ontario P0W 1J0
Phone: (807) 488-5614, (807) 488-5615
Toll Free: 1-800-361-7228
Fax: (807) 488-5533
www.biggrassy.ca

Jordan's Principle Navigator **One Year Term** **INTERNAL/EXTERNAL**

Musk-kosiminiziibing is seeking a Jordan's Principle Navigator who will assist with the implementation service functions for the First Nations children and their families. The Navigators responsibility is to provide families of the First Nation with knowledgeable resources to help them access health, education and social supports through Jordan's Principle. This position reports directly to the Director of Operations for Musk-kosiminiziibing.

General Duties and Responsibilities:

- Ensure the Jordan's Principle program applies consistent, comprehensive, competent and culturally appropriate services.
- Assist community members with completing Jordan's Principle applications.
- Educate community members, staff, and service providers in the community about Jordan's Principle.
- Ensure compliance of organizational policies, procedures, and standards.
- Ensure financial policies and procedures are followed.
- Administer assessments in the school/community to assess the physical, mental, emotional and spiritual wellbeing of the child/youth.
- Coordinate with the mental health team to ensure wellness checks are done pre and post survey with child and youth.
- Engagement and relationship building; nurture relationships across community-based programs and services; services providers; and First Nations, federal, provincial and territorial programs and services, and identify/develop possible models of service delivery that will improve timely access to services for First Nations children living in or outside their communities.
- Ensure children receive quality and culturally appropriate services and supports where families may require assistance, assist them in identifying service providers to support children's access to quality and culturally appropriate health, education and social services, and supports across all stages and levels of care.
- Additional duties as assigned by the Director of Operations.

Cultural Competencies:

- Ensure that all cultural protocols of the First Nation are adhered to in the planning and implementation of all project activities.
- Ensure that all project activities are implemented in a manner that is flexible enough to allow for inclusion of community customs and protocols specific to Musk-kosiminiziibing.
- Thorough knowledge of Anishinabe culture, values and awareness of Musk-kosiminiziibing.

Qualifications and Experience:

- Grade 12 Diploma or equivalent.
- Excellent oral and written communication skills.
- Experience in writing proposals, policies and procedure reports.
- Strong computer skills with proficiency in Microsoft Word, Outlook, PowerPoint, etc.
- Excellent research and writing skills.
- Ability to understand and speak Anishinabe is a definite asset but not required.
- Must possess a valid drivers' license and be able to submit a drivers abstract.
- Must provide a Criminal Record Check/Vulnerable Sector Check upon job offer.

Benefits:

- Matching Benefits and Pension Plan.
- Paid Sick and Vacation leave.
- 2 paid weeks off during Christmas Break.
- Cultural inclusion and teachings, Cultural leave.

This is a full-time one (1) year term position with a three (3) month performance probationary period.

Position is available immediately. Applications will be accepted until filled.

Salary: Commensurate with qualifications and experience.

Please send a cover letter and resume to:

Allison Jack, Human Resource Administrator
Musk-kosiminiziibing
P.O. Box 414
Morson, Ontario P0W 1J0
Fax – 807-488-5533
hradmin@biggrassy.ca

or drop off at: Musk-kosiminiziibing Administration Office
403-B Anishinabe Way
Musk-kosiminiziibing

Please note: Applications will be shortlisted in accordance with qualifications and only those applicants granted an interview will be contacted. First preference for employment positions will be provided to internally qualified members of the First Nation.