
Job Description

BCANDS Provincial Jordan's Principle Service Coordinator – Victoria Office

****Cover letter outlining your interest in the position and how you meet the requirements must be sent with your resume to be considered for this position.***

Temporary (12 months) Full-time position - 35 hours/week – Monday to Friday (possibility of extension)

\$35 / hr – Eligible for BCANDS benefits after successful passing of probationary period (3 months)

*Background check required

The British Columbia Aboriginal network on Disability Society (BCANDS) is an internationally known and award-winning Indigenous disability organization based out of Victoria British Columbia. BCANDS provides a variety of disability related supports and service within British Columbia and across Canada.

Position Overview

The BCANDS Provincial Jordan's Principle Service Coordinator will work closely with all of BCANDS programs and report to the Executive Director while providing knowledgeable support to assist First Nations children and parents/guardians in order to access relevant services and supports necessary for their well-being and success. The position will act as the BCANDS Provincial Coordinator working with children and families across the province both within First Nation and non-First Nation communities. The Coordinator will be responsible for all aspect of client documentation, assessments, case management, tracking and reporting.

The service coordinator role is a specialized position which will require an in-depth understanding of the health, education, and social services systems that currently exist in BC.

Required Skills / Abilities and Education

- Degree or Diploma in Social Work, Nursing, Early Childhood Education OR related degree in human services
- Experience working with Indigenous peoples, Indigenous communities, persons living with disabilities
- Knowledge and understanding of Indigenous history in British Columbia and Canada, including current conditions, barriers and priorities impacting Indigenous peoples, and communities
- Must be able to work in a trauma informed manner while incorporating cultural humility practices
- Navigate the full range of existing federal and provincial/territorial health, social, and educational programs and services to address a child's needs;
- Access health, education and social supports through Jordan's Principle and Inuit Child First Initiative to address gaps
- Work closely with ISC BC Region Jordan's Principle team on behalf of such children and their families.
- Serve as a point of contact for First Nation and Inuit children and their families, care providers, and First Nations communities and organizations who are requesting support directly related to children and youth in the areas of health, education, and social services;

- Understand the breadth and depth of the service delivery landscape as it pertains to services available to First Nation and Inuit children and youth in BC, within the federal, provincial and First Nations service systems and helps children and families access existing resources through these systems;
- Build strong relationships and partnerships with front line workers and professionals, including but not limited to social workers, medical and education professionals;
- Build strong relationships and partnerships with local Provincial and Federal Government services in the health, education, and social sector, including, but not limited to, Ministry of Children and Family Development, Ministry of Education, the Ministry of Health, Provincial Regional Health Authorities, and ISC;
- Maintain strong relationships with First Nations health, education and social sector service providers and organizations including First Nations Health Authority, First Nations Education Steering Committee, Delegated Aboriginal Agencies, and Friendship Centers;
- Support First Nation and Inuit children and families in the preparation and submission of Jordan's Principle and Inuit Child First Initiative requests when a gap, delay, disruption or deficiency in existing services or supports is apparent; and
- Good understanding of federal, provincial and First Nation programs and services available to First Nation children and children living with disabilities
- Experience in working with diverse peoples including persons living in poverty and racialized peoples
- Experience in case management including intakes, tracking reporting and planning and ability to complete applications as a designated / recognized professional
- Excellent oral, written and public communication skills required
- Must be mature, able to work independently and work as a member of a team, capable of fulfilling all aspect of the requirements of the position
- Excellent computer skills and ability to work in Microsoft
- Working knowledge of the Convention on the Rights of Person with Disabilities, the UN Declaration on the Rights of Indigenous Peoples and the UN Convention on the Rights of the Child, considered an asset

Successful applicant must reside in the Victoria Capital Region or close proximity and be onsite for work, daily. Must have a valid driver's license and daily access to vehicle

Team Work

- Attends training, development initiatives and BCANDS team meetings as directed.
- Represents BCANDS at meetings with various associated agencies, government, Indigenous organizations, etc., when directed.
- Actively supports continuous improvement by identifying problem areas in regard to efficiency and effectiveness of BCANDS Jordan's Principle services.
- Works with various external specialists, clinicians, disability and health professionals, communities, BCANDS employees and other associated stakeholders to develop, improve and achieve desired outcomes.

Reporting

- Compiles required reporting documents as requested by the Society, and funding partners.
- Other duties as assigned.

Please send your cover letter outlining how you meet the expectations of this position and resume in confidence by mail:

British Columbia Aboriginal Network on Disability Society

6 - 1610 Island Highway

Victoria, British Columbia – V9B 1H8

or by Fax to: (250) 381 7312

*No phone calls please. Applicants will be contacted by the Society if an interview is requested.

* As per Section 7 of the Employment Equity Act, BCANDS may give preference in employment to Indigenous persons. (<http://laws-lois.justice.gc.ca/eng/acts/e-5.401/page-3.html#h-6>)

* Persons with disabilities are encouraged to apply for available BCANDS positions.

Contract length: Ending March 31st, 2022 – Possibility of Extension

Expected start date: ASAP

Job Types: Full-time, Temporary, Contract

Salary: \$35.00 per hour