



BRITISH COLUMBIA ABORIGINAL NETWORK ON DISABILITY SOCIETY

#6 - 1610 Island Highway – Victoria - British Columbia – Canada – V9B 1H8
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“Organization in Special Consultative Status with the United Nation’s Economic and Social Council since 2018”

Employment Opportunity

Position: Indigenous Registered Disability Savings Plan (RDSP) Navigator

Organization: British Columbia Aboriginal Network on Disability Society (BCANDS)

Position Type: 35 Hours / Weekly - \$24.00 / hour - *Benefits as per BCGEU Collective Agreement

Location: Victoria, British Columbia – Travel May Be Required

Employer: B.C. Aboriginal Network on Disability Society (BCANDS)

Anticipated Start Date: ASAP

Job Title: Indigenous Registered Disability Savings Plan (RDSP) Navigator

Position Summary:

The BCANDS Provincial Indigenous Registered Disability Savings Plan Navigator Position is a 1.2-year term position working with individuals, families and communities in relation to the enrollment in the RDSP for Indigenous individuals living with a disability. Anticipated start date is ASAP.

The Registered Disability Savings Plan is a savings plan designed specifically for people with disabilities in Canada. The RDSP is a tax-deferred savings vehicle assisting people with disabilities and their families in planning for long-term financial security.

The BCANDS Indigenous RDSP Navigator will provide expertise and quality support regarding the awareness of, and enrollment in the RDSP by Indigenous people living with a disability within British Columbia, residing both within First Nation and Non-First Nation communities. This will include comprehensive knowledge and understanding of the RDSP, its limitations, mandatory enrollment requirements and processes to complete, and coordination with various governments, community-based and financial institutions across the province and Canada.

The BCANDS Indigenous RDSP Navigator will expand awareness of the RDSP, both within the Indigenous and non-Indigenous sectors of British Columbia. This will be accomplished through individual, family and stakeholder engagement; increased RDSP uptakes; BCANDS RDSP awareness activities; the identification, documentation, and

reporting on client identified RDSP barriers and understandings from an Indigenous perspective, with potential mechanisms to address.

The BCANDS Indigenous RDSP Navigator position's objectives include but are not limited to:

- Assist in achieving the maximum future financial security of eligible Indigenous persons living with a disability (aged 49 or younger) through their enrollment in the Registered Disability Savings Plan (RDSP);
- Enhance the opportunity and ability of Indigenous individuals and families living with a disability to make more choices and to ensure their needs are met, by financially investing in their future;
- Assist in maintaining British Columbia's position as the leader in RDSP uptakes in Canada;
- and
- Compliment and support the directions of the provincial government's Building a Better B.C. for People with Disabilities and the mandate of the provincial RDSP Action Group

Duties / Responsibilities

- The Indigenous RDSP Navigator will work directly with eligible Indigenous individuals and families living with a disability (aged 0 to 49), to provide clients with the necessary assistance in accessing, navigating through and completing the mandatory RDSP requirements.

Broad Functions of the BCANDS Indigenous RDSP Navigator Position

- The BCANDS Indigenous RDSP Navigator will work as an expert in relation to the RDSP and serve as a resource to both the Indigenous and non-Indigenous sectors of British Columbia to ensure the availability of comprehensive knowledge on government programs and requirements related to the RDSP which are necessary for enrollment.
- NOTE: The following duties and responsibilities of the BCANDS Indigenous RDSP Navigator may be adjusted in order to meet the needs of the Society, clients, communities and partner agencies. The following are primary duties and functions that also may be expanded upon in order to best address the needs of Indigenous individuals and families living with a disability as it relates to the RDSP and enrollment within.
- Assists eligible Indigenous individuals and families living with a disability to fulfill the necessary requirements to enroll in the RDSP. This includes direct one on one services, working with associated programs necessary for RDSP enrollment and collaborations with, and/or referrals to external service providers, thus ensuring that each individual/family is receiving the required level of assistance,

services, and/or supports needed to be successful in the RDSP enrollment process;

- Serves as a coordinating program for assisting in RDSP requirements and enrollments, for Indigenous individuals and families living with a disability, including assistance in obtaining/completing and working with:
 - Applications for social insurance numbers;
 - Disability Tax Credit (DTC) applications/appeals;
 - Canada Child Tax Benefit (CCTB) applications / appeals;
 - Completing income tax, internally as able, and through external service providers;
 - Legal representatives / Holders if the applicant is under the age of majority or if required by a financial institution;
 - Financial institutions offering the RDSP;
 - Medical professionals / Nurse Practitioners;
- Develops and maintains individual RDSP client files and case notes, in both hard copy and electronic forms, using clear and succinct language appropriate for a range of audiences, including actions taken, timelines, barriers experienced, client related RDSP outcomes and other relevant information as necessary and/or as directed;
- Works in partnership and collaborates with the BCANDS provincial Persons with Disabilities Adjudication and Disability Case Management programs, First Nation Social Development Workers (BSDW), Indigenous Services Canada, Delegated Agencies and other associated service agencies for the identification of Indigenous individuals and families who may be eligible to enroll in the RDSP and require Navigator services;
- As a subject matter expert, the Navigator will be aware of all changes to the RDSP enrollment processes and eligibility criteria, the DTC / CCTB, tax filing and other RDSP related areas.
- Makes available RDSP information, eligibility requirements and other relevant information, both in printed and electronic forms, accessible to Indigenous individuals, families, organizations, and communities across British Columbia.
- Provides BCANDS senior management with insight on RDSP enrollment and any external policies issues experienced by Indigenous individuals and families living with a disability, both real and perceived, for information sharing and the potential development of strategies, as able, to address.
- Conducts RDSP promotional / awareness activities, marketed to Indigenous communities and Nations, their membership, organizations and other relevant/interested stakeholders;

- Prepared detailed and accurate reports to BCANDS senior management, Board of Directors, funding partners and associated agencies as required/directed.
- Obtains and reviews all pertinent client disability and medical information, as necessary.
- Provide ongoing and active support for the client as needed during the enrollment process;
- Communicate proactively with the client's support networks and relevant stakeholders/service providers regarding any issues that may impact the client's involvement in the RDSP program;
- Initiate effective, accurate and concise communication of all actions, to the client and other parties as appropriate.
- Maintain sound and objective documentation throughout the RDSP navigation process from the onset. Document all case activity in a timely manner and maintain the client file according to BCANDS, funding partner and industry standards.
- Maintain strict client and organizational confidentiality at all times.

Team Work

- Attends training, development initiatives and BCANDS team meetings as scheduled.
- Represent BCANDS at meetings with various associated agencies, government, Indigenous organizations, etc., when required.
- Actively supports continuous improvement by identifying problem areas in regard to efficiency and effectiveness of BCANDS RDSP Navigation service delivery to our clients.
- Gathers information on the nature and scope of disability issues affecting the Indigenous population of British Columbia and Canada.
- Works with various external specialists, clinicians, disability and health professionals, BCANDS employees and other associated stakeholders to develop, improve and achieve individual client goals and objectives regarding their disability needs, in addition to well other RDSP Navigator activity as required.
- Works well with others and demonstrates the highest level of maturity when dealing with interpersonal or organizational issues.

Reporting

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

Position Requirements

- Bachelor's Degree preferably in Social / Human Services or Finance. An acceptable combination of education and experience may be considered;
- Possess a comprehensive understanding of current and historical events affecting Indigenous Peoples in Canada with the ability to perform duties in a culturally informed and safe manner;
- Working knowledge of Indigenous, government and community-based departments and services available across British Columbia;
- Excellent interpersonal skills;
- Good oral and written abilities;
- Good computer skills (word, excel, email, etc.);
- 2 Years' experience working within the disability sector;
- 1-year experience working with/in Indigenous communities /organizations;
- Valid BC Class Driver's License and daily access to a reliable vehicle.

Please send your **cover letter and resume** 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 Email to: exdir@bcands.bc.ca

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.*