

	JOB DESCRIPTION		
	Position Title: Program: Service: Accountable to:	Jordan's Principle Navigator Health Home and Community Care Home and Community Care Manager	
Issued By: Date Issued:		Date Revised: Classification:	July 8, 2021

PURPOSE AND SUMMARY

Reporting to the Home and Community Care (HCC) Manager, Assistant Director of Health, and Director of Health, the Jordan's Principle Navigator supports Dilico Anishinabek Family Care by addressing existing access gaps for services for children and their families through the Jordan's Principle Child First Initiative.

Under the Direction of the HCC Manager Jordan's Principle Navigator carries out a community based service as outlined by the HCC Policies and Procedures for Fort William, Ginoogaming, Long Lake #58, Michipicoten, Pays Plat, Pic Mobert, Red Rock, Whitesand First Nations Communities as well as within the city of Thunder Bay.

DUTIES AND RESPONSIBILITIES

1. Service Responsibilities

Under the direction, guidance and supervision provided by the HCC Manager, the Jordan's Principle Navigator is responsible for:

- a. Applying for Jordan's Principle funding on behalf of clients. Requests for application may come from clients and/or their care providers (MD, NP, RN, etc.)
- b. Provide a collaborative, client-driven system to guide children and their families through a comprehensive array of services
- c. Support a child and family-centered approach to coordinating and connecting services
- d. Determine eligibility and required services and supports that would benefit the child
- e. Work towards establishing multi-disciplinary hubs for families when the services they require involves a number of professionals
- f. Help families navigate the health and social systems in a timely manner
- g. Help with referrals for assessments to appropriate professional, or provide assessment if within the scope of practice
- h. Familiarize self with all Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Jordan's Principle
- i. Act as a liaison and provide education and information sessions to agency staff in relation to Jordan's Principle

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- j. Work in collaboration with assigned finance department staff to ensure that all financial claims related to Jordan’s Principle are processed and managed according to agency policy and procedures
- k. Participate in internal or external committees as required or requested
- l. Liaise and work effectively with the communities served, service providers, collateral agencies and organizations, elders
- m. Ensure confidentiality and safe keeping of all documents and records
- n. Develop and maintain work files that are accurate, up-to-date and concise
- o. Follow the Human Resource, Finance and other Policies and Procedures in the performance of duties
- p. Participate in the ongoing quality assurance process
- q. Develop and submit proposals as required
- r. Other duties as required and assigned

2. **Other Responsibilities**

Under the direction of the HCC Manager, the Jordan’s Principle Navigator is responsible for:

- a. Providing consistent and ongoing communication to the client and individual responsible for initiating the process on all matters pertaining to the program;
- b. Completing and submitting weekly, monthly, quarterly and annual statistics, correspondence and reports to the HCC Manager;
- c. Maintaining complete, accurate, legible, and timely client files using the approved format (charting in the Electronic Medical Record system);
- d. Participating in community based health committees and in service unit meetings when necessary;
- e. participating in professional meetings, conferences, seminars, and reviewing professional literature for continuing development;
- f. meeting and planning as a team player with Dilico District team members;

4. **Organizational Responsibilities**

As a representative of Dilico, the Employee is responsible for:

- a. Reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Agency Policies, Standards and Procedures;
- c. Proposing changes within Dilico that would improve the quality of service to Anishinabek children, families and communities;
- d. Developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- e. Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. Applying Anishinabek culture, values, traditions and teachings into programming where possible;
- g. Ensuring accuracy, confidentiality and safekeeping of agency records;
- h. Participating constructively in the supervision process with the immediate Manager.

QUALIFICATIONS

1. **Education**

Diploma or Degree in Social Services, Indigenous Studies, Office Administration, or equivalent, and/or experience relevant to the position will be considered. n

2. **Work Experience**

Two (2) years’ experience coordinating and/or managing social programs and services
One (1) year direct service experience with children and families
Experience working with aboriginal people, organizations and communities

3. **Skills/Abilities**

- a. Knowledge and understanding of First Nation health concerns and issues, and the ability to apply knowledge and skill in the development and implementation of programs to address identified needs;
- b. Adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery;
- c. Willingness to adapt to the changing demands of the position;
- d. Ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership;
- f. Excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office;
- g. Problem-solving and leadership skills;
- h. Ability to maintain confidentiality and be an example of professionalism, as identified by Dilico.
- i. Ability to follow direction and work within the policies, procedures and the vision, mission and core values of Dilico Anishinabek Family Care;
- j. Good knowledge of the Anishinabek culture and issues affecting Anishinabek Children, families and communities in and around the district of Thunder Bay;
- k. Ability to understand and/or speak an Anishinabek language would be considered an asset;
- l. Ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met.

CONDITIONS OF EMPLOYMENT

- a. Satisfactory Criminal Records and Vulnerable Sector Search;

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- b. Travel is essential to the First Nation communities serviced by Dilico Health Services; ability to work flexible hours as determined by the Unit Manager or designate in relation to service delivery requirements
- c. Must possess a valid G Driver’s License and access to a reliable personal vehicle.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.