



MNAASGED CHILD AND FAMILY SERVICES

EMPLOYMENT OPPORTUNITY –

JORDAN’S PRINCIPLE SUPERVISOR

GENERAL DESCRIPTION

Under the Program and Services side of MCFS and reporting to the Children’s Circle of Care Manager, the Jordan’s Principle Supervisor will directly supervise all team functions. The Jordan’s Principle Supervisor supervises and coordinates the efforts of the Jordan’s Principle team and ensures their efforts are in alignment with Mnaasged’s strategic planning, policies and procedures.

RESPONSIBILITIES:

Program Support and Advocacy

- Supervise and oversee the management of the team by providing leadership, guidance, coaching, mentoring, support and regular evaluation.
- Apply all Department of Indigenous Services Canada program and service requirements to the Jordan’s Principle program:
- Ensure the Jordan’s Principle program applies consistent, comprehensive, competent and culturally appropriate services

Community Outreach:

- Design, deliver and coordinate a comprehensive outreach strategy and Jordan’s Principle information sessions for member nations
- Liaise with Cultural Coordinator and other Mnaasged staff in the design and delivery of outreach strategies

Human Resources:

- Support a culture of learning and professional development and ensure leadership development opportunities exist for staff
- Ensure staff adherence to organizational policies, procedures, practices and standards

Financial Management:

- Work in collaboration with assigned finance department staff to oversee and to ensure that all financial claims related to Jordan’s Principle are processed and managed accordingly to agency policy and procedures
- Manage program budget and develop service plans in accordance with the Agency service philosophy and vision
- Ensure financial policies and procedures are followed

QUALIFICATIONS

Minimum Education

Bachelor of Social Work, Public Health and/or Public Administration

Minimum Experience

- Five (5) years’ direct experience working with children and families and/or
- Three (3) years’ direct management and administration experience
- Experience writing proposals, policies, procedures and reports
- Experience working with Indigenous people, organizations and communities

Knowledge Requirements

- Knowledge of Mnaasged programs and services
- Knowledge of First Nation service delivery, customs and traditions in responding to child welfare concerns
- Knowledge of external service and service agencies

Special Skills

- Strong leadership and management skills
- Demonstrated financial management and human resource management skills
- Excellent interpersonal and communication skills
- Demonstrated excellence in conflict resolution, mediation, and problem solving



- Strong professional ethics
- Proven ability to work with First Nation communities and people
- Ability to work with confidential and sensitive information
- Ability to understand and speak a member Nation language is a definite asset

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, unrestricted access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Salary

- \$50,000 – 55,000 per annum

Hours of Work

- Hours of work are generally 8:30 am – 4:30 pm for a 37.5 hour work week, Monday to Friday with half an hour (30 minute) lunches,
- The successful candidate must be able to work as required some evenings and weekends
- This is a permanent full time position.
- Pension and benefits become available upon completion of 6 month probationary period

CLOSING DATE: 4:30 p.m. August 28, 2020

Mnaasged gives preference to any First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.

Anyone requiring more information about our agency or this position may contact:

Allen Deleary, Human Resources Developer

allen.deleary@mnaasged.com

(519) 289-1117 ext. 237

Please forward your cover letter, resume and 3 working references letters to:

Human Resource Department

Mnaasged Child and Family Services

311 Jubilee Rd. Muncey, ON N0L 1Y0

allen.deleary@mnaasged.com

Telephone: 519-289-1117, Fax: 519-289-289-3068

Closing Date for this Position:

Friday, August 28, 2020

@ 4:30 pm