



Southwest Ontario  
Aboriginal Health  
Access Centre

## FT Contract Jordan's Principle Navigator

<b>Status:</b>	Full-Time contract to March 31, 2025
<b>Location:</b>	Cambridge, ON
<b>Hours:</b>	35 hours/week
<b>Salary:</b>	\$57,290 to \$67,400 per year
<b>Paid Time Off:</b>	3 weeks of vacation, plus sick days, spiritual/cultural leave, birthday
<b>Benefits:</b>	Comprehensive health and dental
<b>Pension:</b>	HOOPP (defined benefit plan) – optional
<b>Posting Date:</b>	April 22, 2024
<b>Deadline:</b>	May 6, 2024

**Southwest Ontario Aboriginal Health Access Centre (SOAHAC)** is a diverse, dynamic, multiservice Indigenous health and wellness agency. We strive to provide quality, wholistic health services by sharing and promoting traditional and western health practices to enable people to live in a more balanced state of well-being. SOAHAC provides services to Indigenous people including those who live on and off reserve, status, non-status, Inuit, and Metis within the Southwest, Waterloo Wellington and Erie St Clair regions. SOAHAC has a mandate of ensuring that health services are accessible, of high quality, and are culturally appropriate. It is SOAHAC's objective to build health care capacity within Indigenous communities. Currently, we are seeking the services of a **Jordan's Principle Navigator** to join our interdisciplinary staff team to work at our site in **Cambridge**.

Reporting to the **Jordan's Principle Program Manager**, the **Jordan's Principle Navigator** will provide culturally competent and professional social work services supporting children, youth, and their families accessing SOAHAC and Jordan's Principle services. This will include a wide range of supports with a focus on supporting children, youth, and their families to improve wellness, achieve stability and increase resiliency.

### **Requirements**

- Degree or diploma in Social Services, Child and Youth Worker, Social Worker, or other relevant program of study
- Experience working with First Nation, Inuit and Metis (FMIN) people in community-based settings and fluency in a local language would be considered asset.
- Experience providing outreach to urban Indigenous service providers and community groups to offer cultural supports preferred
- Knowledge of Jordan's Principal program and service framework
- Ability to work with youth and families in a compassionate and respectful way
- Excellent interpersonal skills with the ability to communicate clearly
- Computer literacy, including skills in word processing, e-mail, PowerPoint, Excel and Electronic Medical Records (PS Suites)
- Travel within urban location of office assigned to, as well as SOAHAC sites as required
- Willingness to participate in Indigenous Cultural Safety Training, teachings, and ceremonies
- Clean and current police check as a condition of employment
- Valid Ontario Driver's "G" license; clean driver's abstract, as well as proof of personal auto insurance (must be insured a minimum of 3 years and in good standing)
- Up to date immunizations and records

## **Responsibilities**

- Apply for Jordan's Principal funding on behalf of the child and family
- Monitor submitted applications, advocate for families and determine eligibility of the program
- Design and deliver a culturally appropriate outreach plan and Jordan's Principal information sessions for community members, community partners and service providers
- Promote Jordan's Principal program to families and encourage families to apply to meet unmet needs of children
- Ensure children receive culturally appropriate and quality services and support families where assistance may be required to identify service providers, social services, educators and supports needed
- Support data collection, report writing as required
- Coordinate with SOAHAC team members and community partners to make appropriate referrals for families as needed
- Track and submit invoices as required by Indigenous Service Canada, collaborate with the finance team at SOAHAC to ensure that all financial claims related to Jordan's Principal are processed and manage according to policy and procedures
- Participate in internal and external working groups and communities are required
- Ensure confidentiality and safe keeping of all documents and records
- Develop and maintain work files that are accurate and up to date
- Other duties as required

***This job may require additional responsibilities and duties as assigned by Southwest Ontario Aboriginal Health Access Centre.***

*SOAHAC values diversity and is an equal opportunity employer; however, hiring preference will be given to qualified Indigenous applicants. SOAHAC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.*

**If you are interested in applying for this position, please forward your cover letter and resume to:**

Email: [careers@soahac.on.ca](mailto:careers@soahac.on.ca)

Subject line: **FT Contract Jordan's Principle Navigator, Cambridge**

Or mail to: **Human Resources  
Southwest Ontario Aboriginal Health Access Centre  
493 Dundas Street,  
London, ON N6B 3E1**

*Please visit **Southwest Ontario Aboriginal Health Access Centre** online at: [www.soahac.on.ca](http://www.soahac.on.ca) or like us on [www.facebook.com/soahac](https://www.facebook.com/soahac) to learn more about us!*

*We thank all those for applying but only those selected for an interview will be contacted.*