



Saskatoon Tribal Council Job Opportunity

STC Employment Opportunities

Jordan's Principle Navigator

#22-02-024

1 Full-time Term

THE ORGANIZATION

Saskatoon Tribal Council (STC) improves the quality of life of First Nations through mutually beneficial partnerships with community organizations and industry. Opportunities for an improved living are accessed through programs and services in health, safety, economic development, education, and financial investments in the broader community. Acting as a representative body for seven First Nations, STC delivers programs and services to those living in member communities and Saskatoon. More information is available at www.sktc.sk.ca.

FIRE: Fairness, Integrity, Respect, Excellence

THE POSITION

Reporting to the Resource Development Manager, the Jordan's Principle Navigator is a highly motivated individual who is an advocate in addressing inequalities or gaps in current services to children. The Jordan's Principle Navigator will complete case work to support Jordan's Principle applications in the three areas of education, social and health services. The Jordan's Principle Navigator ensures that services are culturally appropriate and that the client has a voice in the planning of their services. The Navigator will work well, both independently and as part of a team. They will also be self-motivated, and a strong support to their clients.

RESPONSIBILITIES

- Complete the required casework to support Jordan's Principle applications:
 - Receive calls for support;
 - Assess and collect information provided by the client;
 - Ensure all required documentation is complete for processing;
 - Assist clients with obtaining and completing documentation.
- Maintain files and documentation at an excellent standard;
- Liaison between the Provincial and/or Federal Jordan's Principle regional offices and the Jordan's Principle clients;
- Prepare financial documents and process for approval;
- Identify service providers and costs of services for clients;
- Identify gaps in current services and advocate on behalf of clients whenever necessary;
- Complete newsletters in collaboration with other Jordan's Principle teammates;
- Attend meetings with other JP Navigators and Coordinators across the province as required;
- Conduct presentations to communities and urban organizations to create awareness and promote the service provided by Jordan Principle Navigators;
- Meet with clients in a variety of settings to support the client in accessing services;
- Complete outreach work at urban and community events;
- Prepare weekly and monthly schedules;
- Prepare monthly reports and statistics for supervisor;
- Participate in STC Accreditation maintaining best practices and quality improvement;
- Perform other related duties as defined and assigned by the reporting Director or designate on an as required basis.

EDUCATION AND EXPERIENCE:

- Post-secondary education in a Human Services field;
- Minimum of 2 years related work experience;

- Experience working within a governance structure in a community development capacity with First Nations; familiarity with First Nations culture and history is considered an asset.

KNOWLEDGE, SKILLS AND/OR ABILITIES:

- Knowledge and understanding of federal and provincial programs and services and specifically First Nation Non-Insured Health Benefits and Indigenous Services Canada.
- Demonstrated ability to effectively communicate, both verbally and written;
- Ability to work independently with minimal supervision;
- Ability to develop rapport with clients;
- Ability to advocate and influence decision-makers;
- Interpersonal Skills: communicates clearly and demonstrates flexibility;
- Knowledge of Child Abuse Protocol and the Duty to Report;
- Proficiency in Microsoft Excel, Word, Outlook and PowerPoint as well as other office equipment;
- Knowledge of the political, social and economic objectives of the Saskatoon Tribal Council and of the Dakota, Cree, and Saulteaux cultures will be considered an asset.

OTHER:

- Must possess a valid driver's license (class 5) and meet STC's insurance requirements;
- Must provide a current, original, Canadian Criminal Record Check (CPIC) with vulnerable sector search as a condition of employment.

APPLICATION PROCESS

Job posting closes 4:30 pm on March 13, 2023. Visit STC [Careers](#) for employment opportunities. Submit your cover letter, resume, and three (3) references [here](#).

Saskatoon Tribal Council appreciates the interest of all applicants, however, only those selected for an interview will be contacted.