



Southwest Ontario  
Aboriginal Health  
Access Centre

## FT Jordan's Principle Intake Worker

<b>Status:</b>	Full-time, permanent
<b>Location:</b>	London, ON
<b>Hours:</b>	35 hours/week
<b>Salary:</b>	\$45,200 to \$56,500 per year
<b>Paid Time Off:</b>	3 weeks of vacation, plus sick days, spiritual/cultural leave, birthday
<b>Benefits:</b>	Comprehensive health, dental and more
<b>Pension:</b>	HOOPP (defined benefit plan)
<b>Posting Date:</b>	September 27, 2024
<b>Deadline:</b>	October 11, 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 Intake Worker** to join our interdisciplinary staff team to work at our **London Site**.

Reporting to the **Manager, Jordan's Principle**, the **Jordan's Principle Intake Worker** will provide culturally competent and professional navigation services, supporting children, youth, and their families in accessing SOAHAC services and Jordan's Principle. This role focuses on enhancing wellness, achieving stability, and increasing resiliency for the children, youth, and families we serve.

### **Requirements**

- Degree or Diploma in Social Work, Social Services Worker, Child & Youth Worker, Psychology, Sociology or related fields
- Demonstrated experience working with First Nation, Inuit and Metis (FNIM) people in community-based settings
- Proficiency in a local language considered an asset
- Familiarity with the Jordan's Principle Initiative and service framework and experience in advocacy for children and families
- Proficient in application writing and reporting
- Ability to work with children, youth and families in a compassionate and respectful manner
- Ability to take direction and to work within the policies, procedures and guidelines, mission, philosophy and core values of SOAHAC
- Excellent interpersonal and time management skills
- Computer literacy, including Word, Outlook, PowerPoint, Excel and Dadavan
- Valid Ontario Driver's "G" license; personal auto insurance and access to a reliable vehicle
- Willingness to participate in Indigenous Cultural Safety Training, teachings and ceremonies
- Clean and current police check as a condition of employment
- Up to date immunizations and records

## **Responsibilities**

### **Client Intake and Assessment**

- Conduct thorough intake interviews with clients to understand their needs, concerns, and eligibility for Jordan's Principle. Offer emotional support and guidance to clients and their families throughout the intake and referral process.
- Collect and review necessary documentation to verify eligibility and assess the level of support required.
- Identify and refer clients to appropriate programs, services, and community resources with the family's consent.
- Provide information and guidance to clients about available supports under Jordan's Principle.
- Be able to create a safe sharing environment and establish rapport with families.
- Complete all intake applications.
- Provide the Jordan's Principle Navigators with completed Jordan's Principle applications that are ready to be submitted to Indigenous Services Canada.

### **Documentation**

- Collaborate with Jordan's Principle Family Support Worker and Jordan's Principle navigator to distribute emergency support as needed.
- Develop and maintain accurate and up-to-date confidential records, including all client interactions, applications, monthly reporting, and other documentation as required.
- Ensure compliance with SOAHAC's data privacy and protection regulations, including consent and confidentiality requirements.

### **Promotion**

- Advocate for Jordan's Principle within families, communities, and service providers. Offer necessary information and guidance on navigation support to families, communities, and service providers when requested.
- Attend community events on behalf of SOAHAC, and the SOAHAC Jordan's Principle team as needed.

### **Other Responsibilities**

- Participate in meetings, SOAHAC staff meetings, and ceremonies as required.
- Engage in both internal and external working groups, committees, and training sessions as necessary.
- Fulfill 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 Jordan's Principle Intake Worker, London**

Or mail to: **Human Resources  
Southwest Ontario Aboriginal Health Access Centre  
493 Dundas Street,  
London, ON N6B 1W4**

*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.***