



Southwest Ontario  
Aboriginal Health  
Access Centre

## FT Jordan's Principle Program Lead

<b>Status:</b>	Full-time, permanent
<b>Location:</b>	Windsor, ON
<b>Hours:</b>	35 hours/week
<b>Salary:</b>	\$78,160 to \$97,700 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 Program Lead** to join our interdisciplinary staff team to work at our **Windsor, Site**.

Reporting to the **Manager, Jordan's Principle**, the **Jordan's Principle Program Lead** will provide support to the Jordan's Principle Manager, and oversee support for children, youth, and their families in accessing SOAHAC and Jordan's Principle. This role emphasizes enhancing wellness, achieving stability, and increasing resiliency for the children, youth, and families we serve.

### **Requirements**

- Bachelor's degree in Social Work, Indigenous Studies, Public Health, or a related field (Master's degree preferred), or a combination of relevant skills, education, and experience.
- Demonstrated experience working with First Nation, Inuit, and Métis (FNIM) communities in community-based settings. Proficiency in a local language is an asset.
- Experience in program management and advocacy for children and families.
- Deep understanding of Jordan's Principle and its significance in ensuring equitable access to services for First Nations children.
- Familiarity with community, health, and mental health services in the area.
- Proficiency in case management, writing, and reporting.
- Ability to lead and work with children, youth, and families in a compassionate and respectful manner.
- Ability to work within the policies, procedures, and guidelines, mission, philosophy, and core values of SOAHAC.
- Excellent leadership, communication, interpersonal, and advocacy 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**

- Oversee the intake, family support, and navigation process for families accessing Jordan's Principle, ensuring efficient, culturally safe, and effective service delivery.
- Collaborate with Indigenous communities, service providers, and government agencies to advocate for and facilitate access to required services. Develop and maintain strong relationships to ensure effective communication and coordination.
- Coordinating with the program team to support equitable caseloads
- Monitor and track the progress of Jordan's Principle applications ensuring files are kept up to date and accurate reporting, facilitate meetings between the SOAHAC Jordan's Principle team and Indigenous Services Canada.
- Following regulations and procedures of the organization and Indigenous Services Canada
- Supporting onboarding of new staff
- Auditing the program files to review accuracy and documentation for program reporting
- Provide leadership, support, and guidance to the Jordan's Principle Intake and Family Support Workers, and Navigators including assistance with intakes, approvals, payments, and advocacy where required.
- Collaborate with SOAHAC's finance department to ensure processes are adhered to.
- Develop and evaluate guidelines and processes for the SOAHAC Jordan's Principle team with the Jordan's Principle Manager.
- Communicate changes in processes and guidelines to the SOAHAC Jordan's Principle team.
- Manage SOAHAC Jordan's Principle Team's social media accounts.
- Monitor the SOAHAC Jordan's Principle Team's general inbox to direct referrals and respond to inquiries.
- Stay informed about relevant policies, procedures, and resources related to Jordan's Principle and advocate for necessary changes.
- Participate in and organize professional development initiatives to enhance team knowledge and skills.
- Lead and participate in meetings, SOAHAC staff meetings, and ceremonies as required.
- Engage in and lead internal and external working groups, committees, and training sessions as necessary.
- Tasks as assigned by the Jordan's Principle Manager and Director of Nshwaasnangong.

### **Promotion**

- Advocate for Jordan's Principle within communities, and service providers, offering necessary information and guidance. Lead presentations about the Jordan's Principle application process and SOAHAC'S Jordan's Principle team where requested.
- Organize local events in support of Jordan's Principle, such as Bear Witness Day (May 10).
- Represent the SOAHAC Jordan's Principle team at community events as needed.

***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 Program Lead, Windsor**

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.***