



**GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE**



**JI-ADISIDOOVANG GE-ONJI MINO-AYAAYANG
HEALTH TRANSFORMATION**

GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position: Jordan's Principle Liaison
Salary: Negotiable
Location: Kenora, ON
Closing Date: Open until filled

Under the direction and supervision of the Federal Health Policy Analyst, the Jordan's Principle Liaison will be responsible for the Treaty #3 awareness capacity development and engagement on Jordan's Principle.

- Act as a liaison and provide education and information sessions to Treaty #3 staff/members in relation to Jordan's Principle and work effectively with the communities served, service providers, collateral agencies, organizations, and elders.
- Familiarize self with all Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Jordan's Principle.
- Undertakes the responsibilities for the completion of work plan and budget as defined in the TPA from Health Canada.
- Development of an approach to engagement and development of engagement materials including power point presentations, written materials and Jordan's Principle Toolkit.
- Responsible for engagement with Treaty #3 communities; Jordan's Principle Navigators, organizations and other Health, Education and Child Welfare stake holders.
- Develop and maintain work files that are accurate, up-to-date and concise ensuring confidentiality and safe keeping of all documents and records.
- Complete and submit weekly, monthly, quarterly and annual statistics, correspondence and reports.
- Maintaining complete, accurate, legible, and timely client files using the approved format.
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned by supervisor and Leadership of GCT#3

Qualifications:

- One (1) year direct service experience with children and families.
- Knowledge of Treaty #3 First Nations and one or more specific areas: Child and Family Services, Health, Social, Education and First Nation language and culture, the Canadian Human Rights Tribunal and the Truth and Reconciliation Commission Final Report.
- Experience with research and analysis of official documents and peer-reviewed articles.

Preference will be given to those applicants with:

- A Bachelor of Social Work or Social Services field or related profession.

- Two (2) years' experience coordinating and/or managing social programs and health related services
- An Anishinaabe background. Applicants that have prior knowledge of Anishinaabe Worldview; have a basic understanding of the Ojibwe language and understand the Anishinaabe protocols and customs.
- Experience communicating and building relationships with Treaty 3 communities.
- Familiarity with other organizations within Treaty #3 which provide child and family support services.

Skills/Abilities:

- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point), online video-conferencing platforms (Zoom, Blue Jeans, Microsoft team).
- An understanding of the Anishinaabe language, culture and traditions.
- Ability to work with all levels of employees and departments.
- Ability to provide professional customer service.
- Effective and comfortable with public speaking.
- Communicate effectively and diplomatically orally and in writing.
- Fluency in First Nations language considered an asset.
- Proven skill to format and draft correspondence, forms, reports, and proposals.
- Ability to work under pressure and meet deadlines.
- Ability to organize, prioritize and multi-task.
- Ability to take initiative and work with minimal supervision.

Employment Conditions:

- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check is required upon hiring.
- Must be able to travel on short notice.
- Must maintain client confidentiality at all times.
- Travel may be required within Kenora and surrounding areas.
- Busy office setting and repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Overtime may be required.

Please send cover letter, resume, and contact information for 3 references to the attention of:

Human Resources Manager
 Grand Council Treaty #3
 P.O. Box 1720, Kenora, Ontario P9N 3X7
 Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.