



Employment Opportunity

Position: **Jordan's Principle Support Assistant**
Status: Full-time Temporary Contract
Opening Date: November 5, 2021
Location: Thunder Bay, ON

Posting Reference #: NTC 20211105 - JPSA
Contract End Date: March 31, 2022
Closing Date: November 19, 2021
Hourly Rate: TBD

Celebrating our 15th year, Nokiiwin Tribal Council is a rapidly expanding non-profit organization with more than 35+ staff providing a diverse range of services. Nokiiwin Tribal Council is dedicated to working in unity with our five member First Nations to enhance growth and prosperity in the areas of governance, finance, access to justice, economic development, community planning, technical and education services. For more information, please visit at www.nokiiwin.com.

Nokiiwin Tribal Council is seeking an experienced, knowledgeable, and self-motivated individual to serve as Jordan's Principle Support Assistant. The support assistant will be responsible for providing administrative support to the Jordan's Principle Service Coordinator with the coordination of receipting, recording, and processing client information including all accounting and financial aspects of file administration.

Jordan's Principle's mandate is to make funding available for First Nation children, families, and communities, promoting 'substantive equality' by providing for 'culturally appropriate services' that 'safeguard the best interests of the child'.

Key Responsibilities:

- Assisting the navigation of the Jordan's Principle individual application process
- Ensure the accuracy and integrity of client information supporting application, reimbursement and/or approval and processing of benefits
- Assist with helping to contact contractors and service providers for quotes, estimates and consultation for service coordination delivery
- Assist with the referrals of any unresolved cases to federal Jordan's Principle Focal Points
- Assist with seminar or conference presentation for Nokiiwin and Jordan's Principle
- Assist with the budget management for the Jordan's Principle funding including the Respite Care Program

Preferred Qualifications:

- Two (2) Years College Diploma in related field or equivalent with One (1) year administrative and accounting support
- Commitment to cultural sensitivity required for working with First Nations individuals, communities, and organizations
- A keen appreciation of Nokiiwin Tribal Council's member First Nation cultures and community aspirations including a commitment to the preservation and renewal of Anishinaabe culture and the Ojibwe language
- Experience in working with First Nation organizations, First Nation Government, First Nation communities and other levels of government
- Proven well-developed staff/public relations and negotiating experience; Must be highly self-motivated and able to work well independently or as a team member
- Excellent computer skills, proven experience with word processing, spreadsheet, database, presentation, and publishing software preferably in a Microsoft Office Suite environment
- Demonstrated understanding experience with and ability in program and work plan development including of budget management and implementation
- Valid Ontario Driver's License and access to reliable transportation.
- Successful Completion of a Level 1: Police Criminal Record Check (PCRC)

Interested applicants can apply online at www.indeed.com or submit your cover letter, resume, and 3 work-related references by:

4:00 p.m. Friday November 19, 2021 to:

Human Resources, Nokiiwin Tribal Council

384 Fort William Road, Thunder Bay, ON, P7B 2Z3

E-mail: hiring@nokiiwin.com | Fax : (807) 474.4238

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiiwin is an equal opportunity employer and 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.

