



WHITECAP DAKOTA NATION

EMPLOYMENT OPPORTUNITY

JORDAN'S PRINCIPLE INTAKE OFFICER

We are a modern and progressive Nation near Saskatoon and if you are an enthusiastic and dedicated professional, we want to hear from you. We offer competitive compensation, and great benefits! Apply to join our team today and see what the Whitecap Dakota Nation (WDN) is all about!

POSITION SUMMARY

The *Jordan's Principle Intake Officer* will work closely with the Jordan's Principle Program Manager, Jordan's Principle Program Coordinator and all Whitecap Dakota First Nation Program facilitators to improve the overall health and wellbeing of Whitecap community members. This position provides knowledgeable support to assist First Nations children and parents/guardians to access relevant services necessary for their wellbeing and success.

DUTIES AND RESPONSIBILITIES

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of the WDN and reporting to the WDN Director of Health & Social Development, the Employee will:

- attend and participate in OH&S training as required;
- support all safe work practices and procedures;
- work with and provide support the Jordan's Principle Coordinator and Manager;
- serve as the first point of contact for Jordan's Principle requests in Whitecap;
- support families to access available support programs within the community;
- verify eligibility of children for funding within the Jordan's Principle program;
- confirm the required documentation is complete and appropriate for the requested service or support;
- monitor and maintain case files;
- maintain records and invoices on file for reporting and audit purposes, and
- other tasks assigned by the Program Manager that fall within the scope of the role.
- other duties as assigned

Education and Experience Requirements

- Minimum successful completion of grade 12. Diploma or certification in Administrative or Business Admin is considered an asset
- Minimum of 2 years administrative experience
- Experience in navigating First Nation Health or social services networks
- Excellent Organizational skills
- Strong critical thinking skills

- Demonstrated Time Management skills and Establishing priorities
- Excellent interpersonal and communication skills
- Must be proficient in Microsoft suite
- Strong writing and reporting skills
- Must possess a valid Saskatchewan Driver's license and a reliable vehicle

The successful candidate will be subject to an acceptable Criminal Record Check as a condition of employment.

SALARY AND BENEFITS

- Competitive salary based on qualifications and experience.
- Eligibility for a subsidy of regular rates at the Whitecap Early Learning Centre.

APPLICATION PROCESS

Submit cover letter and resume by email to:

mstdenys@whitecapdakota.com

APPLICATION DEADLINE – Friday, April 26, 2024

EMPLOYMENT TYPE: Fulltime, Permanent

We wish to thank all applicants for their interest. Only candidates selected for interviews will be contacted.