

## JOB POSTING DETAILS

<b>Job Title</b>	Grandmas and Aunties/Jordan's Principle Coordinator	<b>Job Type</b>	NA
<b>Job ID</b>	3114	<b>Duration</b>	full time contract
<b>Date Posted</b>	November 24, 2021	<b>Location</b>	Mississauga First Nation
		<b>Closing Date</b>	December 2, 2021

### Job Overview - Description & Duties

The Grandmas, Aunties, and Jordan's Principle Coordinator will be:

- Responsible for coordinating, assisting, planning, and supporting events and activities in the community.
- Coordinate logistics for all Grandmas and Aunties events such as meeting space, refreshments, advertisement, requests for purchase, purchase orders, cheque requisitions, accommodations, and information technology requirements
- Familiarize self with all Department of Indigenous Services Canada programs related to the Canadian Human Rights Tribunal and Jordan's Principle
- Develop, submit and manage proposals as required
- Work with Social Services Manager and other staff to provide education and information sessions to staff and or community in relation to Grandmas and Aunties and Jordan's Principle.
- Report key performance indicators to meet current Child Welfare standards using a case management reporting system
- Follow reporting protocols as outlined in the Service Agreement

### Required Skills

Diploma in: Social Services, Native Child and Family Worker, Native Studies, Child and Youth Worker or equivalent  
 Three (3) years experience in an Indigenous social services organization providing/coordinating programs, events, and services  
 Experience working with Indigenous people, organizations, and communities  
 An equivalent combination of education and experience may be considered  
 Knowledge of Mississauga First Nation and Nogdawindamin programs and services  
 Knowledge of proposal writing and case management  
 Knowledge of First Nation service delivery, customs, and traditions relating to Child Welfare  
 Respect, sensitivity, knowledge, and understanding of Anishnawbe culture, traditions, and the Seven Grandfather Teachings  
 Knowledge of local services available to children and families  
 Knowledge and understanding of the Child and Family Services Act  
 Excellent computer skills with MS Office Software  
 Excellent written and oral communication skills  
 Excellent planning and organizational skills  
 Ability to develop professional documents  
 Ability to work with and meet tight timelines in a fast-paced environment  
 Ability to work within a team environment  
 Ability to work with confidential and sensitive information

### Other Requirements

Other Requirements:

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle, and the ability to travel

### How to Apply

Customize your cover letter and resume to the duties, experience, expectations, and qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their educational qualifications and certifications at the time of the interview. Please note that all interviews will be in person. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume, and three (3) work-related references to:

Mississauga First Nation

P.O. Box 1299 Blind River, Ontario P0R1B0

Attention: Human Resources Department

Marked: CONFIDENTIAL

EMAIL: hrclerk@mississaugi.com FAX: 705-356-1740

Deadline: December 2, 2021, at 4:30 PM

Thank you to all applicants; however, only those selected for an interview will be contacted.