



Southwest Ontario
Aboriginal Health
Access Centre

Jordan's Principle Manager

Status:	Full-time, 24-month contract (possibility of extension or permanency)
Location:	London
Hours:	35 hours/week
Paid Time Off:	3+ weeks of vacation, plus sick days, spiritual/cultural leave, birthday!
Benefits:	Comprehensive health, dental, travel insurance, and more
Pension:	HOOPP (defined benefit plan)
Posting Date:	November 30, 2022
Deadline:	Open until filled

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 Manager to join our interdisciplinary staff team to work out of **London, Ontario**.

Reporting to the Director of **Indigenous Relations and Traditional Healing**, the Jordan's Principle Manager is responsible for carrying out the Jordan's Principle program throughout all SOAHAC sites within approved administrative and operational guidelines. Additionally, the manager is responsible for providing supervision to various positions within the Jordan's Principle program.

Requirements

- At least 2-3 years of management experience required
- Post-secondary degree in area of Business Administration, Social Work, Indigenous studies, or related discipline
- Two or more years of service delivery or systems navigation experience working with Aboriginal children, families, organizations, and communities
- Direct experience with FNIM peoples, communities and the traditional Indigenous communities
- Comprehensive knowledge of Indigenous history and the impacts on health
- Ability to work with multiple stakeholders across broad sectors, including health, social services, government and Indigenous organizations
- Knowledge and experience working with the social determinants of health
- Knowledge of and support for traditional Aboriginal healing practices, cultural diversity and cross cultural learning
- Project management and reporting expertise
- Strong computer skills and high proficiency with MS Office
- Ability to take initiative and make effective decisions in a timely manner
- Exceptional communication skills, including written and verbal
- Superior leadership skills, including human resources, team development and teamwork
- Strong networking and relationship management skills
- Effective conflict resolution skills
- Travel within London and area, as well as SOAHAC sites as required

- Valid Ontario Driver's "G" license; clean driver's abstract, as well as proof of personal auto insurance (must be insured a minimum of 3 years and in good standing)
- Willingness to participate in Indigenous Cultural Safety Training, teachings and ceremonies.
- Clean and current police check as a condition of employment
- Up to date immunization record including at least 2 COVID-19 vaccinations

Responsibilities

- Providing supervision to various positions within the Jordan's Principle program including JP Navigators and Social Workers.
- Oversee the Jordan's Principle budget, be responsible for program evaluation, and working within SOAHAC's financial and administrative structures to ensure money flows to Jordan's Principle applicants on a timely basis.
- Conduct HR planning in conjunction with the Senior Leadership Team and identify resource needs
- Manage recruitment in conjunction with the HR Manager and provide support with hiring decisions
- Oversee the onboarding of new team members
- Support in the development and performance of team members, including conducting regular performance management meetings
- Manage the daily resource needs of the team
- Provide overall leadership and management to the Jordan's Principle team to ensure effective functioning and alignment with SOAHAC's values and beliefs
- Completing administrative functions and reports, complying with policies and procedures
- Build an environment of high trust, inter-professional collaboration, innovation and organizational learning
- Oversee all aspects of client engagement, including gathering feedback from clients and implementing process improvement initiatives

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

Subject line: **Jordan's Principle Manager, London**

Or mail to: **Human Resources
Southwest Ontario Aboriginal Health Access Centre
425 - 427 William Street,
London, ON N6B 3E1**

Closing Date: **Open until filled**

*Please visit **Southwest Ontario Aboriginal Health Access Centre** online at: www.soahac.on.ca or like us on 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.