West Region Treaty 2 & 4 Health Services

DAUPHIN SUB-OFFICE
Unit 16-2nd Floor
317 Main Street North
Dauphin, MB R7N 1C5
Tel: (204) 622-9400
Fax: (204) 622-9449
Toll Free: 1-866-385-9400
PLEASE DIRECT ALL CORRESPONDENCE TO
HEAD OFFICE

HEAD OFFICE
SKOWNAN FIRST NATION
P.O. BOX 104
SKOWNAN, MB
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BRANDON IRS SUB-OFFICE
712-18th Street
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West Region Treaty 2 & 4 Health Services
Jordan's Principle is hereby seeking applications for:

Job Position: 1FTE. Jordan's Principle Assistant Supervisor

West Region Treaty 2&4 Health Services (WRT2&4HS) is an accredited First Nation organization that delivers a variety of Mandatory and Discretionary Health Care Services to the seven WRTC area First Nation Communities.

Under the supervision of the Jordan's Principle Services Coordinator this position is responsible for planning, assigning, reviewing, supervising, and managing work of day to day activities of the Jordan's Principle Team.

Duties and Responsibilities:

- Provides day-to-day guidance and direction to the Jordan's Principle Team on case related issues, and best practices; ensures acceptable levels of quality and quantity in the delivery of services; plans caseloads, assigns cases and reviews case files; signs off on service plans, case assessments, and other reports which require supervisory review.
- Establishes priorities for the completion of work according to time sensitive orders. Attends and maintains a calendar for meetings, deadlines, and events.
- Organizes and directs the work and activities; Advises staff on difficult issues and makes decisions on how best to manage and implement appropriate services and assistance.
- Support service delivery: by monitoring work to ensure adherence to policy and procedures; implement and provide feedback on new policies and procedures. Keep up to date on trends and changes, provide program input on team building and develop communication networks to enhance service delivery
- Supervising, building and maintaining a positive work team; providing feedback on performance and identifying and fixing performance issues.

- Provides assessment of family needs by developing and implementing service plans to address the needs of children and families.
- Assists with making referrals for services by being knowledgeable of local services and resources, working with service providers in the community, serving as a client advocate in accessing services and working with other agencies.
- Continued planning and development of Jordan's Principle to reflect the needs of First Nation Children as identified.
- Develops and documents a coordinated service plan that includes referral, assessment, treatment/admission, discharge (if applicable), transition and ongoing care protocols. Communicates the service plan to children and family and appropriate community organizations.
- Ensures the appropriate and effective sharing of information including identifying and maintaining contact with First Nation children and families as required for continuity of care, including the use of multiple communication strategies including tele-health.
- Provides navigation services with a cultural safety and humility lens, using a trauma-informed and culturally competent approach. Understands the importance of working with First Nations protocols when working with children and families.

Qualification Priorities:

- Bachelor's Degree in a related human services field, with a minimum 4 years related work experience and have demonstrated successful leadership.
- Two years management experience preferred
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Thorough knowledge of case management techniques, principles and practices to evaluate and coordinate the delivery of public assistance to First Nation Children and their families.
- Current registration in good standing with an appropriate licensing body.
- Knowledge of relevant legislation such as CFS Act, Vulnerable Persons Legislation.
- Current Criminal Records/Vulnerable, Child Abuse Registry Checks.
- Valid Manitoba License.
- Must be willing to travel as required/ and or requested.

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Salary:

- **80,000-100,000.00k**

Closing Date:
February 1, 2022 by 4:30pm

Your cover letter and resume must clearly indicate how you meet the qualifications.

Resume Submission: Mail/Email to the attention of:

Quote: AS0222

Amy Thompson
Jordan's Principle Services Coordinator
West Region Treaty 2&4 Health Services
Unit 16-2nd Floor, 317 Main Street North
Dauphin Mb. R7N1C5
Email: a.thompson@wrtchealth.com
Fax: (204) 638-4689

Note: We thank all interested professionals for submitting their application for this position, however only those that meet the qualifications will be considered. If you would like further information regarding this position, please do not hesitate to contact Amy Thompson, Jordan's Principle Services Coordinator.