



Southern Stl'atl'imx
Health Society

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JOB POSTING: JORDAN'S PRINCIPLE ADMINISTRATIVE ASSISTANT

Position Title: Jordan's Principle Administrative Assistant

Location: Mount Currie, BC (Hybrid negotiable)

Type: Part-time or Full-time, Contract (24-month term, with possibility of extension)

Salary: \$52,000 - \$55,000 (based on availability and experience), plus benefits

Other Benefits: SSHS offers a competitive benefits and employment package for full-time staff

Position Start Date: As soon as possible

About Us: SSHS is a non-profit Indigenous Health Organization dedicated to improving the health and well-being of Indigenous communities. Our organization provides culturally appropriate healthcare services, programs, and initiatives to support the holistic health of Indigenous individuals and families.

Position Overview: Jordan's Principle is a child-first and needs-based principle in Canada to ensure that First Nations children have equitable access to all government funded public services. The initiative ensures that all First Nations children living in Canada can access the products, services, and supports they need, when they need them.

The Enhanced Service Coordination Model for Jordan's Principle in BC features dedicated community-based service coordinators hosted by organizations and First Nations across the province, to support First Nations and Indigenous children to access the full range of existing health, social and education services, as well as to prepare and submit Jordan's Principle requests to address gaps, delays and disruptions in health social and education supports for First Nations children and youth.

The Approved Request Contingency Fund (ARC Fund) is a third-party payments initiative that enables partner organizations to issue payments for approved requests submitted by their Service Coordinator to alleviate the administrative burden and delays. The Jordan's Principle Administrative Assistant will be responsible for coordinating payments to parents/guardians and service providers on behalf of Indigenous Services Canada (ISC); liaising with Indigenous requestors and ensuring accuracy in funding processes, data collection and reporting. The Administrative Assistant will also provide support on an as needed basis to the Jordan's Principle Service Coordinator and liaise with ISC representatives in the course of implementing the Enhanced Service Coordination model and ARC Fund Initiative in the BC Region.

The Jordan's Principle Administrative Assistant position duties and responsibilities would include, but are not limited to:

- Provide administrative support to the Jordan's Principle Service Coordinator and Service Coordination delivery, and support community building activities as needed.
- Disseminate information to the public and to service providers and community-based professionals to promote Jordan's Principle and reduce service barriers for Indigenous children in BC.

- Develop strong relationships with diverse stakeholders and partners, including Federal and Provincial government partners, and First Nations health, education, and social sector providers and organizations.
- Coordinate payments for approved requests in accordance with program delivery guidance set out by ISC and organizational policies and procedures set out by SSHS
- Work effectively with ISC, the Jordan's Principle Enhanced Service Coordination Hub, service providers and community-based partners and Indigenous families and communities to promote Jordan's Principle, coordinate services and supports, and support the delivery of Jordan's Principle Service Coordination.
- Maintain an accurate database of Jordan's Principle requests and payments and prepare and submit funder reports on an ongoing basis and in consultation with organizational leadership and finance departments as appropriate.
- Provides financial support services and contributes to the development and supports the implementation of administrative payment systems, processes and procedures.
- Assists in maintaining budgets; reviews and processes invoices and enters data using software such as Excel and budget management tools, collects and analyzes financial data and provides reports using databases and financial tracking systems
- Maintain accurate databases and prepare reports and supporting documentation to support financial processes and funding reconciliation using programs and software

Qualifications and Skills:

- Excellent verbal and written communication skills
- Work effectively with First Nations communities and people
- Ability to work independently and in teams
- Demonstrated ability to maintain confidentiality, privacy and security of information
- Excellent attention to detail, organizational skills, and time management
- Satisfy requirements for a Criminal Record Check and Vulnerable Sector Check

Special Requirements:

- This position requires travel to remote Indigenous communities served by SSHS, accessed by Forest Service Roads (FSRs) that require driving on rough gravel roads during all four seasons.

Please submit resume and cover letter by email to Julia Schneider, Executive Assistant to the Interim Health Director, at julia.schneider@sshs.ca. Please include in the subject line your name and the position you are applying for.

Thank you for your interest!