



Job Opportunity Union of Nova Scotia Indians

Jordan's Principle Children Service Coordinator Assistant

The Union of Nova Scotia Indians is hiring a full-time position for a Service Coordinator Assistant in Eskasoni. The Service Coordinator Assistant will be responsible for supporting the Jordan's Principle Service Coordinators with administrative tasks. The Service Coordinator Assistant's roles and responsibilities are as follows:

KEY RESPONSIBILITIES OF POSITION

- Provide information to families as required.
- Provide administrative support in the form of: answer the phones/clerical duties/assist with SARF intakes/DCI-Tracking Tool/ vendors/ data collection & reporting
- To help ensure continuity of services
- Other duties as designated by service coordinators
- Improve client/family awareness of existing and eligible supports and services in partnership with service coordinators
- Support navigating systems
- Ensure confidentiality/data protection
- Ensure cost effectiveness

QUALIFICATIONS

- Business Diploma or relevant work experience.
- Knowledge of programs available to children in the areas of health, social and education.
- Working knowledge of the political and social environment of Nova Scotia First Nations communities
- Ability to communicate effectively and clearly; excellent oral and written skills required
- Knowledge of Mi'kmaq language would be an asset
- Effective interpersonal skills, high level of initiative and motivation
- Ability to work independently or as a team.
- Experience using computer programs such as MS Word, Excel, Power Point, and internet/email programs
- Valid driver's license and ability to travel
- Preference will be given to First Nations applicants

Annual Salary: \$40,000

Closing Date for Applications: FRIDAY, APRIL 19, 2019 AT NOON

LATE APPLICATIONS WILL NOT BE ACCEPTED

***Please send your Cover Letter, Resume, Recent criminal record check, Vulnerable Sector Check and list of three professional references (names and contact info) to RACHEL PAUL: rpaul@unsi.ns.ca**

***Please note incomplete applications will not be accepted.**

Only potential candidates considered will be contacted for interviews. Personal suitability will also be considered during the hiring process. UNSI hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.

Disclaimer:

The Union of Nova Scotia Indians reserves the right to refuse any and all applications for employment at any time during the hiring process.