Union of Nova Scotia Mi'kmaq – Employment Opportunity

Jordan's Principle · Membertou, Nova Scotia

Title: **Children's Service Coordinator Assistant**

Description: Jordan's Principle is a child-first initiative calling on the government of first contact to ensure that First Nations children of all ages can access public services on the same terms as other children, without experiencing service denials, delays, or disruption.

The Union of Nova Scotia Mi'kmaq is hiring a Children's Service Coordinator Assistant. This full-time position is available in Eskasoni First Nation. The Assistant position will be responsible for supporting the Service Coordinator with administrative tasks.

Key Responsibilities

- Provide administrative support in the form of answering phones, clerical duties;
- Providing guidance and information to families as requested;
- To help ensure continuity of service;
- Improve client/family awareness of existing and eligible supports and services in partnership with service coordinators;
- Assisting families navigate existing services available to their children;
- Ensure confidentiality and data protection at all times;
- Ensure cost effective spending;

Qualifications

- Knowledge of programs available to children in the areas of health, social development, education, and culture;
- Working knowledge of the political and social environments of NS First Nations communities;
- Ability to communicate effectively and clearly; excellent oral and written skills required;
- Knowledge of Mi'kmaq language considered an asset;
- Post-secondary education considered an asset;
- Ability to work independently and as part of a team;
- Effective interpersonal skills, high level of initiative and motivation;
- Experience using computer programs such as MS Word, Excel, Power Point etc.;
- Valid driver's license and ability to travel;
- Preference will be given to First Nations' applicants;

Location: Eskasoni, Nova Scotia

Supervisor: Jordan's Principle Manager

Closing Date: **Friday, December 3, 2021**

Please submit your cover letter, and resume to: **Rachel Paul** at Careers@unsm.org

Only potential candidates considered will be contacted for interviews. Personal suitability will also be considered during the hiring process. UNSM hires based on 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 Mi'kmaq reserves the right to refuse all applications for employment at any time during the hiring process