



EMPLOYMENT OPPORTUNITY

JORDAN'S PRINCIPLE NAVIGATOR (Adolescent Program)

Overview

Tribal Chiefs Ventures Inc. (TCVI) is a Tribal Council that provides advisory services to its 6 Treaty No. Six member First Nations located in North-eastern Alberta. TCVI currently requires a Jordan's Principle Navigator to coordinate the development and implementation of a multi-disciplinary approach for children within the member First Nation communities to provide a range of specialized services to assist adolescents 12 to 18 years in age who have complex needs to be successful in the educational systems.

TCVI is seeking candidates with the appropriate education and experience to assist, advise, and liaise with the member First Nations and service providers to provide support and guidance for the adolescents. The successful candidate will support and assist the member First Nations by providing timely information on Jordan's Principle related issues; assist with implementation of specialized programs for adolescents with complex needs, reporting requirements; connecting families to other community resources; advocate for families; intake duties; develop partnerships on and off-reserve to facilitate effective and efficient delivery of human services on-reserve for adolescents who have complex needs; and work as a team player to fulfill the goals and objectives of TCVI and regional programs as directed by the TCVI Board of Directors and Chief Executive Officer. *This position will be located at the TCVI St. Paul office.*

Requirements

- Recognized related degree or diploma in Human Services or Education with a minimum of three (3) years experience. Consideration will be given to candidates with other education related qualifications, provided their background experience warrants consideration.
- Familiarity with federal and provincial programs relating to human services/education fields in Alberta, particularly Jordan's Principle.
- Experience working with Indigenous communities is an asset.
- Computer skills in basic keyboarding, Microsoft Word/Internet applications, web browsers, Windows, Outlook, and data programs.
- Excellent written and oral communication presentation skills, with the ability to simplify and explain complex planning concepts and issues, to all related parties.
- Strong negotiation skills, experienced in diplomacy and excellent people management skills, building positive business relationships.
- Clear Criminal Records and Intervention Records check and Drivers Abstract.
- Ability to multi-task and work without direct supervision.
- Ability to travel, reliable vehicle, and valid Class 5 driver's license.
- Ability to speak an Indigenous language is an asset.

Deadline

Interested candidates must submit a cover letter, resume, three references and salary expectations by mail, fax, or e-mail to the following address on or before 4:30 p.m. Thursday, December 19, 2024.

Mailing Address: Tribal Chiefs Ventures Inc.
17533 – 106 Avenue
Edmonton, AB T5S 1E7

Phone Number: (780) 481-3363

Fax Number: (780) 483-1404

E-Mail: dlawrence@tcvi.ca

Any enquires please contact Cameron Alexis, Chief Executive Officer, at (780) 481-3363, extension 101.

We wish to thank all candidates for their interest; however, only those candidates selected for an interview will be contacted.