



ORGANIZATION: Le7 te Melámen Health Society

LOCATION: Kamloops, BC

POSITION: Approved Request Contingency (ARC) Coordinator

EMPLOYMENT TYPE: Full Time Equivalent (FTE)

The Organization:

Our mission is to establish a dynamic non-profit organization that enriches the quality of life in Secwépemcúlcw. Le7 te Melámen Health Society (LtMHS) is passionately committed to enhancing the well-being of the Secwépemc Nation and its 16 communities through a culturally focused approach, ensuring the safety and well-being of Indigenous families.

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 Opportunity:

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 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(s) to alleviate the administrative delays. The ARC Coordinator and Jordan's Principle Coordinator are responsible for coordinating payments to parents/guardians and service providers on behalf of Indigenous Services Canada; liaising with Indigenous requestors and ensuring accuracy in funding processes, data collection and reporting. The ARC Coordinator will also provide support on an as needed basis to the Jordan's Principle Service Coordinator and liaise with Indigenous Services Canada representatives while implementing the Enhanced Service Coordination model and ARC funding Initiative in the BC Region.

The ARC Coordinator position duties would include, but are not limited to:

- Coordinate payments for approved requests in accordance with program delivery guidance set out by Indigenous Services Canada and organizational policies and procedures set out by the Le7 te Melámen Health Society.
- Work effectively with Indigenous Services Canada, 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 LtMHS 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 provide reports using databases and financial tracking system.
- Provide administrative support to the Jordan's Principle Service Coordinator(s) 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.

Candidates should demonstrate the ability to:

- Work effectively with the First Nations people of our Secwepemc Communities.
- Develop strong relationships with diverse stakeholders and partners including Federal and Provincial Government Partners, and First Nations health, education and social sector service providers and organizations.
- Work in a fast-paced environment with multiple priorities, with accuracy and professionalism.
- Maintain accurate databases and prepare reports and supporting documentation to support financial processes and funding reconciliation using programs and software such as Microsoft Excel and other database systems.

Total Rewards:

- Hourly Wage of \$22.00 to \$25.00, based on skill set and experience.

Applying:

In accordance with the LtMHS Human Resource Policy Handbook, the priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.

If you are interested in a position like this, please submit your resume, cover letter and three references by email to pa@ltmhs.org (referencing **LtMHS ARCC** in the email subject line), the posting will remain open until the position is filled. The LtMHS thanks all applicants for their interest, however only those selected for an interview will be contacted.