



**Wabaseemoong Jordan's Principle**  
General Delivery, Whitedog Post Office  
Whitedog, ON P0X 1P0  
☎ 807-927-2000 ext. 228

## **Employment Opportunity**

**Position:** *Support Worker*  
**Location:** Winnipeg Sub-Office  
**Work Hours:** Full Time Monday – Friday (9am – 4pm)  
**Responsible to:** Wabaseemoong Jordan's Principle

### **POSITION SUMMARY:**

Working under the supervision of the Jordan's Principle Program Coordinator, this position will provide assistance to all Jordan's Principle Staff on a needed basis including, but not limited to, providing transportation for client shopping, collecting new intakes, and providing support to families. The *Support Worker* will always work with clients and staff members in a professional manner.

### **RESPONSIBILITIES:**

- Obtain signatures from guardians for program documentation.
- Completes follow-up requests with clients.
- Transport families for shopping, and other needs.
- Pick up cheques in Wabaseemoong/Kenora and deliver to Sub-Office.
- Collect intakes from new clients.
- Support all Jordan's Principle Staff on an as needed basis
- Provides service support (telephone, in-person, email) to families and childcare providers in the Jordan's Principle Program.
- Provides referrals and resource information on childcare and other relevant information
- Purchase and Pickup of office supply inventory
- Perform other duties as assigned

### **REQUIRED SKILLS AND EXPERIENCE:**

- Must possess a Valid Full License
- High School Diploma; Post-Secondary Diploma in related field preferred.
- Good organizational, time management and prioritizing skills.
- Must be sensitive and responsive in all interactions with vulnerable clients.
- Demonstrates interpersonal and communication skills, both verbal and written
- Proficient in Microsoft Office Programs
- Ability to work independently.
- CPR/ First Aid certification. (or willingness to obtain)
- Must Provide Criminal Record check, Child Abuse Registry & Vulnerable sector Registry Check
- Must Provide Drivers Abstract.
- Knowledge and understanding First Nation and their needs/concerns.
- Must be able to travel.

**Deadline: April 3, 2023 @4pm**

All interviewees must provide a vulnerable sector check and drivers abstract at time of interview.  
Please send your resume to [win.jp.hr@outlook.com](mailto:win.jp.hr@outlook.com)