



# Northwest Child Development Centre

*Working together with families, collaborating with communities, strengthening the region*

## **Jordan's Principle ARC Administrator**

**Hazelton, Smithers or Houston**

**Full time / permanent position (35 hours per week)**

**Compensation: \$28.00 - \$34.07**

**Start date: ASAP**

**Open until filled**

### **Job Summary:**

Jordan's Principle is a child-first and needs-based principle in Canada to ensure that all First Nations children have equitable access to all government funded public services. The Approved Request Contingency Fund (ARC Fund) is a third-party payment initiative that enables partner organizations to issue payments for approved requests submitted by their Service Coordinator to alleviate the administrative burden and delays.

The ARC Administrator and the Service Coordinator will be responsible for coordinating payments to parents / guardians and service providers on behalf of Indigenous Services Canada (ISC); liaising with Indigenous requestors and ensuring accuracy in funding processes, data collection and reporting.

This position also provides direct administrative support to current and new Jordan's Principle clients. The Jordan's Principle ARC Administrator will often have one-to-one contact with families requiring service and financial support through the Jordan's Principle program. The Jordan's Principle ARC Administrator will also provide direct administrative support to the Service Coordinator and ensure that all documentation is appropriately organized and prepared for deployment to the federal government, keeping exact record keeping of all payments.

The position requires demonstrated skills and ability to deal effectively with the public and staff members, operate telephone/messaging system, develop electronic filing systems and monitor general office equipment. The Jordan's Principle ARC Administrator can organize work and carry out the duties of the position with appropriate independence is required. This position will also provide administrative support in different office locations as required.

This position request exceptional detail orientation and ability to operate financial spreadsheets. This role will need to have comfort and familiarity with financial data bases, have the ability to communicate professionally and timely with the Federal Government, Service Providers and Families and to maintain strict professional boundaries and time commitments.

### **Qualifications:**

- Diploma, certificate or equivalent of 1-year administrative professional education.
- Combination of education and experience
- Minimum 1 year of experience providing administrative support to front line staff, public as well as providing reporting statistics to local, provincial and or federal agencies.
- Clear criminal record check
- Full driver's license and reliable vehicle
- COVID-19 Full vaccination required.

### **Expectations/Potential Duties:**

- Practice with culturally safe, trauma-informed, relational, person and family-centered approaches; ideally within First Nations, Inuit and / or Metis communities.
- Establish and maintain respectful relationships with families and colleagues.
- Work under the supervision of a Program Coordinator, Manager or Service Coordinator
- Maintain accurate databases and prepare reports and supporting documentation that support financial

**Regional Office- Smithers:** 1471 Columbia Drive, P.O. Box 995, Smithers, B.C., V0J 2N0 Phone: (250) 847-4122 Fax (778) 648-2032 Toll-Free 1-855-947-4122

**Burns Lake Location:** 270 9<sup>th</sup> Ave, PO Box 1146, Burns Lake, B.C., V0J 1E0 Phone: (250) 692-4201 Fax (778) 648-2032

**Hazelton Location:** 2725 Hwy 62, Hazelton, B.C., V0J 1Y1 Phone: (250) 842-5044 Fax (778) 648-2032

**Vanderhoof Location:** 1393 Hwy 16E, PO Box 1679, Vanderhoof, B.C., V0J 3A0 Phone: (250) 567-2911 Fax (778) 648-2032

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processes and funding reconciliation.

- Have a strong background in finance and ability to work in a fast-paced environment with multiple priorities, with accuracy and professionalism.

**NWCDC thanks all interested applicants, only those chosen for an interview will be contacted. *Do you require accommodation during the recruitment process? Please let us know. NWCDC is committed to diversity and inclusion throughout the recruitment and employment process.***

**Please apply by email, with resume and cover letter to:  
Kerri Bassett, Executive Director at [hr@nwcdc.ca](mailto:hr@nwcdc.ca)**