

British Columbia Aboriginal Network on Disability Society



Provincial Indigenous RDSP Navigator Position Description

May 2016

“Supporting the unique and comprehensive disability, health and resource needs of Indigenous persons and organizations across British Columbia, through relevant, timely and accessible client services”

POSITION TITLE: BCANDS INDIGENOUS RDSP NAVIGATOR	ISSUE DATE: February 2016
IMMEDIATE SUPERVISOR: BCANDS Executive Director / Designate	UNION MEMBERSHIP: BCGEU Required
WORK LOCATION(S): BCANDS Office - Victoria, British Columbia (travel required)	HOURLY RATE: \$24 / HR
HOURS PER WEEK: 35 Hours Weekly	WORK DAYS: Monday through Friday

BACKGROUND

The BCANDS Provincial Indigenous RDSP Navigator Program is a four (4) year project sponsored by the Vancouver Foundation (VF) and the Ministry of Social Development and Social Innovation (MSDSI), with the project's implementation and objectives endorsed by the provincial Registered Disability Savings Plan (RDSP) Action Group.

The Registered Disability Savings Plan is a savings plan designed specifically for people with disabilities in Canada. The RDSP is a tax-deferred savings vehicle assisting people with disabilities and their families in planning for long – term financial security.

The BCANDS Indigenous RDSP Navigator will provide expertise and quality support regarding the awareness of, and enrollment in, the RDSP by Indigenous people living with a disability within British Columbia, both on and off-reserve. This will include comprehensive knowledge and understanding of the RDSP, its limitations, mandatory enrollment requirements and processes to complete, and the coordination with various governments, community-based and financial institutions across the province and Canada.

The BCANDS Indigenous RDSP Navigator will expand awareness of the RDSP, both within the Indigenous and non-Indigenous sectors of British Columbia. This will be accomplished through individual, family and stakeholder engagement; increased RDSP uptakes; BCANDS RDSP awareness activities; the identification, documentation and reporting on client identified RDSP barriers and understandings from an Indigenous perspective, with potential mechanisms to address.

The BCANDS Indigenous RDSP Navigator position's objectives include but are not limited to:

- Assist in achieving the maximum future financial security of eligible Indigenous persons living with a disability (aged 49 or younger) through their enrollment in the Registered Disability Savings Plan (RDSP);
 - Enhance the opportunity and ability of Indigenous individuals and families living with a disability to make more choices and to ensure their needs are met, by financially investing in their future
 - Assist in maintaining British Columbia's position as the leader in RDSP uptakes in the Canada;
- and
- Compliment and support the directions of the provincial government's Accessibility 2024 Document and the mandate of the provincial RDSP Action Group

NOTE: The following duties and responsibilities of the BCANDS Indigenous RDSP Navigator may be adjusted in order to meet the needs of the Society, clients, communities and partner agencies. The following are primary duties and functions that also may be expanded upon in order to best address the needs of Indigenous individuals and families living with a disability as it relates to the RDSP and enrollment within.

DUTIES / RESPONSIBILITIES

The BCANDS Indigenous RDSP Navigator (BIRN) will work as an expert in relation to the RDSP, and serve as a resource to the Indigenous sector of British Columbia to ensure the availability of comprehensive knowledge on government programs and requirements related to the RDSP which are necessary for enrollment.

The BIRN will work directly with eligible Indigenous individuals and families living with a disability (aged 0 to 49), to provide clients with the necessary assistance in accessing, navigating through and completing the mandatory RDSP requirements.

Broad Functions of the BCANDS Indigenous RDSP Navigator Position

- Assists eligible Indigenous individuals and families living with a disability to fulfill the necessary requirements to enroll in the RDSP. This includes direct one on one services, working with associated programs necessary for RDSP enrollment and collaborations with, and / or referrals to external service providers, thus ensuring that each individual / family is receiving the required level of assistance, services, and / or supports needed to be successful in the RDSP enrollment process;
- Serves as a coordinating program for assisting in RDSP requirements and enrollments, for Indigenous individuals and families living with a disability, including assistance in obtaining / completing and working with:
 - Applications for social insurance numbers;
 - Disability Tax Credit (DTC) applications / appeals;
 - Canada Child Tax Benefit (CCTB) applications / appeals;
 - Completing income tax, internally as able, and through external service providers;
 - Legal representatives / Holders if applicant is under the age of majority or if Required by financial institution;
 - Financial institutions offering the RDSP;
 - Medical professionals;
 - Other;
- Develops and maintains individual RDSP client files and case notes, in both hard copy and electronic forms, using clear and succinct language appropriate for a range of audiences, including actions taken, timelines, barriers experienced, client related RDSP outcomes and other relevant information as necessary and / or as directed;
- Works in partnership and collaborates with the BCANDS provincial Persons with Disabilities Adjudication and Disability Case Management programs, First Nation Social Development Workers (BSDW), Indigenous and Northern Affairs Canada, Delegated

Agencies and other associated service agencies for the identification of Indigenous individuals and families who may be eligible to enroll in the RDSP and require BIRN services;

- As a subject matter expert, the BIRN will be aware of all changes to the RDSP enrollment processes and eligibility criteria, the DTC / CCTB, tax filing and other RDSP related areas.
- Makes available RDSP information, eligibility requirements and other relevant information, both in printed and electronic forms, accessible to Indigenous individuals, families, organizations and communities across British Columbia.
- Provides BCANDS senior management with insight on RDSP enrollment and any external policy issues experienced by Indigenous individuals and families living with a disability, both real and perceived, for information sharing and the potential development of strategies, as able, to address.
- Conducts RDSP promotional / awareness activities, marketed to Indigenous communities and Nations, their membership, organizations and other relevant / interested stakeholders;
- Prepared detailed and accurate reports to BCANDS senior management, Board of Directors, funding partners and associated agencies as required / directed.

RELEVANT KNOWLEDGE

The BIRN is expected to possess, maintain and acquire knowledge as necessary, as it relates to the RDSP and eligibility requirements / processes, and in sufficient depth and detail to effectively impart RDSP navigation services and information, thus successfully facilitating RDSP uptake while improving the awareness of the RDSP and its benefits within the Indigenous sector of British Columbia.

Additionally the BIRN will:

- Possess a working understanding of the history Indigenous people and their experiences within British Columbia / Canada;
- Possess knowledge and abilities regarding cultural safety and awareness when working with individuals, families and communities;
- Possess understanding of the directions and building blocks outlined within Accessibility 2024;
- Possess an understanding of various associated service organizations and their programs as it relates to supporting the RDSP, such as the Planned Lifetime Advocacy Network / Institute, the Disability Alliance BC, Ministry of Social Development and Social Innovation, Indigenous and Northern Affairs Canada, various financial institutions, etc.;
- Possess an understanding of potential local, regional and provincial resources, both within First Nation communities and externally to assist in the coordination and access to BIRN services by individuals and families;
- Other

DESIRED SKILLS AND ABILITIES

- **Service Orientation** - The desire to identify and serve all clients and stakeholders, who may include the public, co-workers, government organizations, and non-government organizations, focusing one's efforts on discovering and meeting the needs of the individuals we serve
- **Addresses Underlying Client Needs** – Knows and understands the client's issues and / or seeks information about the real underlying needs of the individual, beyond those expressed initially, and matches needs to available (or customized) services to ensure success as much as possible
- **Teamwork and Co-operation** - The ability to work co-operatively with diverse individuals and teams within BCANDS and externally, to achieve client, stakeholder and organizational goals. This includes the desire and ability to understand and respond effectively to other people from diverse backgrounds, diverse histories and experiences and with diverse views
- **Solicits Input** - Genuinely values others' input and expertise, is willing to learn from others (including clients, supervisors and peers). Solicits ideas and opinions to help form specific decisions or plans and promotes team, interagency and multi-jurisdictional co-operation
- **Flexibility** - The ability and willingness to adapt to and work effectively within a variety of diverse situations, and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job
- **Adapts Approach** – The ability to change one's approach as required to achieve intended outcomes. Prioritizes actions effectively in order to respond to numerous, diverse challenges and demands
- **Results Orientation** – Desire for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement)
- **Improves Performance** - Making specific changes in the system or in own work methods to improve performance (e.g. does something better, faster, at lower cost, more efficiently, improves quality / client satisfaction)
- **Problem Solving / Judgment** - The ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions
- **Sees Basic Relationships** – Ability to see causal links between components of a problem / situation
- **Sees Multiple Relationships** – Ability to break down complex situations into manageable parts in a systematic way

- **Information Seeking** – The desire to know more about things, people or issues.

ADDITIONAL REQUIREMENTS

- Good office computer skills (word processing, presentation, and database programs)
- Excellent ability to communicate orally (public speaking) and in writing, to a variety of audiences, including, one-to-one interactions, group / community meetings, presentations, video and teleconferencing, reporting, etc.
- Physically and mentally able to perform the duties of the position
- Possess a valid BC Class V driver's license and access to a reliable vehicle during work week
- Satisfactory pass criminal background record checks, i.e. working with children and vulnerable adults and the ability to obtain and maintain federal security clearance necessary to access Protected B Files
- Previous experience working with Persons with Disabilities (APWD / PWD) preferred
- Previous experience working with Indigenous communities, individuals and organizations preferred
- Previous working experience with the Registered Disability Saving Plan, the Canadian Revenue Agency (filing taxes), the Disability Tax Credit / Canada Child Tax Benefit programs
- Degree or a Diploma in a related field
- Canadian Citizen or Permanent Resident of Canada

** An acceptable combination of education and experience may be accepted, at the discretion of the employer*

** As per Section 7 of the Employment equity Act, BCANDS may give preference in employment to Indigenous persons. <http://laws-lois.justice.gc.ca/eng/acts/e-5.401/page-2.html#docCont>*

About BCANDS

The British Columbia Aboriginal Network on Disability Society (BCANDS) is an award winning, provincial, Indigenous, disability and health organization operating within British Columbia since 1991. BCANDS is a non-political, non-lobbying organization and the only stand-alone Indigenous organization of its type in Canada.

www.bcands.bc.ca