



CONSTANCE LAKE FIRST NATION

37 Wawaskashoo St - PO Box 4000

CONSTANCE LAKE, Ontario P0L 1B0

T: (705) 463-4511

F: (705) 463-2222

General e-mail: clbo@clfn.on.ca

Website: www.constancelake.ca

Employment Opportunity

Position	Jordan's Principle Writer
Competition #	JPWT-06-2025
Salary Range	51,808 – 71, 236
Location	Constance Lake First Nation
Posted	June 17, 2025
Closed	July 2, 2025 @ 4:00pm

POSITION SUMMARY:

The Jordan's Principle Writer plays a key role in helping First Nations children in Ontario access the health, social, and educational supports they need. This position includes a strong focus on writing and submitting funding applications to Jordan's Principle, as well as supporting the unique needs of Indigenous children, including Two-Spirit youth and those with disabilities.

PREFERRED QUALIFICATIONS:

- Secondary school diploma preferred or post-secondary diploma or degree in Health, Social Sciences, Business, or related field.
- Experience in First Nations health administration and/or case management.
- Strong knowledge of Jordan's Principle program and policies.
- Understanding of holistic health models and Indigenous culture.
- Excellent interpersonal and communication skills.
- Familiarity with Constance Lake First Nation's community needs.
- Valid driver's license and access to a reliable vehicle.
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DUTIES AND RESPONSIBILITIES:

- Prepare and submit Jordan's Principle applications on behalf of clients.
- Collaborate with clients, healthcare providers, and community organizations.
- Advocate for a family-centred approach in coordinating and accessing services.
- Identify service needs and ensure timely referrals for assessments.
- Assist families in navigating health and social systems.
- Establish and support multidisciplinary care teams when necessary.
- Maintain accurate and confidential client files and records.
- Collect and report data to Indigenous Services Canada as required.
- Write proposals and assist in reporting and documentation.
- Liaise with internal departments and external agencies.
- Perform additional duties as assigned in support of the organization's mission.

To apply: Submit cover letter, resume, and three (3) recent employment references with permission to contact, quoting competition #**JPWT-06-2025** via:

Email: resumes@clfn.on.ca

In person: 37 Wawaskashoo St. Constance Lake First Nation Band Office

Only those selected for an interview will be contacted.