



Jordan's Principle Coordinator

Type of Position: Full-Time

Closing Date: Until position is filled

Ginoogaming First Nation is seeking a compassionate, organized, and motivated individual to fill the role of Jordan's Principle Coordinator. The Jordan's Principle Coordinator will be responsible for planning, organizing, implementing, coordinating, and evaluating activities related to the Jordan's Principle Child First Initiative. The successful candidate will work closely with children, families, service providers, and community partners to ensure children receive culturally appropriate support and services without gaps or delays. This position plays an important role in advocating for the needs and well-being of children and families within the community.

Located on the beautiful north shore of Long Lake, Ginoogaming is a proud Anishinaabe community committed to advancing sovereignty, transparency, and sustainable growth. If you are passionate about supporting children, families, and community wellness, we invite you to join our team and help make a positive impact within Ginoogaming First Nation.

Key Responsibilities

Strategic and Program Planning

- Develop and support culturally appropriate services for children with complex and special needs and their families
- Coordinate and oversee Jordan's Principle initiatives and related activities
- Develop outreach plans and deliver information sessions to community members and service providers
- Make recommendations for program improvements and service enhancements
- Maintain knowledge of Jordan's Principle directives and ISC requirements

Program and Service Delivery

- Coordinate services and supports for children and families
- Work collaboratively with families, service providers, educators, and community agencies
- Assist families in navigating programs and identifying appropriate supports
- Support referrals, follow-up services, and ongoing communication with service providers
- Maintain accurate and confidential electronic and paper records
- Assist with program reporting, data collection, and proposal-related documentation

Financial and Administrative Duties

- Assist with proposal development and reporting requirements
- Support program documentation and data collection
- Help ensure services and program activities follow established policies and procedures
- Assist with budget tracking and financial documentation as required
- Follow established purchasing policies and procedures
- Maintain accurate and organized program records and files

Skills and Qualifications

- Strong understanding of First Nation health, wellness, and social service issues
- Excellent interpersonal, verbal, and written communication skills
- Strong organizational and problem-solving abilities
- Ability to work in high-stress and fast-paced environments
- Strong conflict resolution and advocacy skills
- Trauma-informed knowledge and practices considered an asset
- Strong computer skills, including Microsoft Office applications
- Ability to maintain confidentiality and accurate records

Experience and Education Requirements

- Grade 12 diploma or equivalent required
- Degree or diploma in Social Services, Mental Health, or a related field preferred
- Experience coordinating or managing social programs and services
- Experience working within First Nation communities considered an asset
- CPR and First Aid Certification preferred

Other Requirements

- Must follow all Ginoogaming First Nation policies and procedures
- Criminal Record Check and Vulnerable Sector Check required
- Valid Class G Driver's License and reliable vehicle required
- Professional and respectful demeanor

Salary Range: \$60,000 – \$70,000 / yearly (*salary will be determined based on experience, qualifications, and internal salary grid*).

Please send your cover letter along with your resume to Krystal.Rondeau@ginoogamingfn.ca

All interested applicants are encouraged to submit a cover letter and resume outlining how you meet these qualifications.

Only applicants who meet the above criteria will be contacted for an interview.

Artificial Intelligence Disclosure

Ginoogaming First Nation does not use artificial intelligence or automated decision-making tools in its hiring or recruitment processes. All applications are reviewed by qualified human resources staff.