



**Position:** Jordan's Principle Coordinator

**Salary:** \$29.90 hourly

**Hours of Work:** 32 hrs

**Circulation Level:** Level I

**Accountability:** Social Services Manager

**Employment Status:** Temporary

**Preferences:** MFN Band Members

**The Jordan's Principle Coordinator will:**

- In collaboration with the Social Services Manager and the MFN's Child welfare team, the Jordan's Principle Coordinator will apply for all related funding. This will include but is not limited to, the Department of Indigenous Services Canada, related Jordan's Principle service funding definitions and Agency coordination and planning activities as this is related to service planning for the children and families that we serve
- Familiarize self with all Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Jordan's Principle
- Familiarize self with the Jordan's Principle agency, service coordination and planning – service work flow processes
- Apply agency service coordination and workflow process from intake, ongoing case management and discharge in conjunction with agency mandated and non-mandated programs
- Act as a liaison and provide education and information sessions to agency staff in relation to Jordan's Principle
- Manage service related data collection processes as defined by senior management
- Work in collaboration with assigned finance department staff to ensure that all financial claims related to Jordan's Principle are processed and managed according to agency policy and procedures
- To actively participate in internal, external, local, regional or committees/groups in support of coordinating programs and services to the First Nations
- Liaise and work effectively with the communities served, service providers, collateral agencies and organizations and elders
- Collaborate with the Social Services Manager to formalize monthly reports for the Jordan's Principle service coordination service review, analysis and referral activity and service gaps related to mandated and non-mandated service areas of the agency
- Ensure confidentiality and safe keeping of all Agency documents and records
- Develop and maintain work files that are accurate, up-to-date and concise; Develop and submit proposals as required

**The Jordan's Principle Coordinator will possess the following qualifications, skills, experiences, and attributes:**

- Post Secondary Diploma in Human Services and/or equivalent years of experience in Human Services
- One (1) year direct service experience with children and families
- One (1) year experience with a First Nation or Aboriginal organization
- Experience working in working in a multi-disciplinary environment
- Knowledge of First Nation communities and structures; Knowledge of local services available to children and families
- Knowledge of CWIS and CIMS
- Knowledge and understanding of the Child and Family Services Act
- Knowledge, understanding, respect and sensitivity of Anishinabek culture, traditions, and the Seven Grandfather Teachings

**TO APPLY:** Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation  
P.O. Box 1299 Blind River, Ontario P0R1B0  
Attention: Human Resources Department  
Marked: **CONFIDENTIAL**  
**EMAIL:** [hrclerk@mississaugi.com](mailto:hrclerk@mississaugi.com) **FAX:** 705-356-1740  
**Deadline: July 25, 2024**

***Thank you to all applicants; however, only those selected for an interview will be contacted.***

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**WALKING IN BALANCE**

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.