



## Niijaansinaanik Child and Family Services

*Niijaansinaanik Child and Family Services is a provincially designated Child Well-Being Agency that provides Prevention and Protection, Child and Family services that reflect values, beliefs and principles rooted within the Anishinabek culture. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wasauksing First Nations.*

### JORDAN'S PRINCIPLE COORDINATOR ONE YEAR CONTRACT

#### **Job Purpose**

Reporting to the Support Services Supervisor the Jordan's Principle Coordinator is responsible to coordinate services for children and families within the six First Nation communities who require services in accordance with Jordan's Principle funded by the Department of Indigenous Services Canada. The Jordan's Principle Coordinator will work collaboratively with the First Nations and external services to ensure First Nation children are funded for appropriate services in a way that is reflective of their distinct cultural needs and that meets the children's complex needs.

#### **Key Job Functions**

##### **Program Support:**

- To evaluate the services children in care are receiving
- Identify and document the needs and services for children who require services
- Assist families (on and off reserve) to complete and submit applications for funding to the Department of Indigenous Services Canada
- Ensure the program model is implemented in a cultural way

##### **Administration:**

- Work collaboratively with the finance department to ensure that all financial claims related to Jordan's principle are processed and managed according to agency policy and procedures
- Ensure confidentiality and safe keeping of all Agency documents and records

##### **Minimum Education**

- Minimum requirement of a college diploma in Human Services
- Bachelor of Social Work Degree preferred

##### **Minimum Experience**

- Two (2) years of experience coordinating and/or managing social programs and services
- Two (2) years of experience working with First Nation children and families involved in child welfare
- Experience working with aboriginal people, organizations, and communities

##### **Special Skills**

- Ability to work with confidential and sensitive information
- Ability to understand and speak Anishnaabemowin is a definite asset

##### **Other Requirements**

- Must provide a clear Police Records Check – Vulnerable Sector
- Must provide a Class 'G' Ontario Driver's Licence
- Must have \$1M auto insurance liability coverage
- Must provide an acceptable three-year uncertified Driver's Abstract

##### **Work Site Location:**

- North Bay

Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. Please submit your resume and cover letter along with three work-related references to:

Bonnie Reid, Director of Human Resources  
Niijaansinaanik Child and Family Services  
940A Main Street, Dokis First Nation, ON P0M 2N1  
Email to: [careers@nijcfs.com](mailto:careers@nijcfs.com) or fax to (705) 223-7439

Application deadline is:

**Open until filled**

Preference will be given to applicants of Native ancestry, please self-identify.

We thank all those applicants for their interest, however, only those selected for an interview will be contacted.

For a more detailed job description, please contact  
Human Resources at [careers@nijcfs.com](mailto:careers@nijcfs.com)