



EMPLOYMENT OPPORTUNITY

JORDAN'S PRINCIPLE COORDINATOR

POSITION SUMMARY

Henvey Inlet First Nation is currently seeking a temporary, full-time **Jordan's Principle Coordinator** to join our Administration for a short-term contract going until March 2027, with possibility of extension pending approved funding. The Jordan's Principle Coordinator reports to the Band Representative Lead and is responsible for coordinating support and services for Henvey Inlet First Nation families who have children with unmet needs or disabilities in accordance with the Jordan's Principle funding framework as set by Indigenous Services Canada. This position requires exceptional interpersonal communication and advocacy skills and strong organization skills.

Henvey Inlet First Nation offers competitive wages, on-site daycare services for working parents, fifteen paid federal, provincial and First Nations holidays, annual cultural leave, paid Christmas break, and half-day workdays every Friday.

MAIN RESPONSIBILITIES

The Jordan's Principle Coordinator will be responsible to:

- Act as the Jordan's Principle liaison for Henvey Inlet First Nation, responding to member inquiries and improving client awareness of existing supports and services
- Be a knowledgeable community resource for HIFN families looking to access Jordan's Principle services and educate members on Jordan's Principle programming framework
- Work collaboratively with the child and family services team to evaluate the services children in care are currently receiving and identify and document the need for additional services
- Assist the child and family services team to facilitate early intervention measures through access to Jordan's Principle services as required
- Support families as they manage their needs, involving relevant partners in each case as necessary, to expediently address immediate service gaps
- Provide families with resources to navigate a full range of health and social programs to address their needs
- Assist HIFN families both on- and off-reserve to complete and submit applications for Jordan's Principle funding through Indigenous Services Canada
- Liaise with Indigenous Services Canada, Health Canada and other government agencies to identify service gaps and advocate for program improvements
- Ensure the program model is implemented with First Nations cultural practices in mind
- Undertake data collection on cases and collaborate with relevant service providers in securing the supporting documentation needed for Jordan's Principle applications
- Create a secure digital and paper-based filing system to collect and maintain personal client information, applications and other relevant data
- Ensure confidentiality and safe-keeping of all Jordan's Principle documents and records
- Assist Henvey Inlet First Nation in filing the annual application for Jordan's Principle funding based on anticipated member needs
- Maintain up-to-date financial records and remit reports, receipts, invoices and other relevant financial data to the Finance Department promptly
- 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

- Assist the Finance Department with annual audit as it relates to Jordan's Principle program funding
- Prepare, complete and submit all necessary financial and other Jordan's Principle reports to the appropriate agencies, provider and funders as required
- Support Jordan's Principle initiatives by preparing letters, resolutions and briefings and delivering presentations and making visits
- Attend conferences or committee meetings when available to maintain knowledge on program policies and program developments
- Adhere to all HIFN policies and procedures
- Ensure that all health, safety and security regulations are adhered to by modeling and enforcing safe work practices
- Participate in continuous learning opportunities to maintain up-to-date knowledge on current industry regulations, trends and practices
- Participate in mandatory training, courses, webinars & workshops as required
- Attend and actively participate in team, staff, community and joint committee meetings
- Perform other duties as assigned from time-to-time by the Band Representative Lead, Director of Finance/Administration or Chief and Council

QUALIFICATIONS

- Post-secondary certificate, degree or diploma in Social Services, Family Services, Child and Youth Services or other related field
- Current and satisfactory Vulnerable Sector Police Check
- Valid Ontario Class G Driver's License with access to a reliable, insured vehicle
- Current First Aid and CPR Level C an asset
- A strong understanding of First Nations' cultures, values and history required
- Knowledge of Henvey Inlet First Nation community and practices an asset
- Previous experience working within a First Nations organization an asset
- Ability to understand and speak Ojibway an asset
- In-depth knowledge of Jordan's Principle history and programming an asset
- Previous experience with Jordan's Principle application process preferred
- Strong advocacy and public speaking skills
- Excellent interpersonal communication skills and the ability to build professional relationships with HIFN members/clients and affiliates
- Strong written and verbal communication skills
- Exceptional organization and time-management skills
- Strong attention to detail and the ability to perform and prioritize multiple tasks seamlessly
- Excellent analytical, problem-solving and critical thinking skills
- Highly resourceful with the ability to adapt to changing work needs and demands
- Proven ability to handle confidential information with discretion
- Professional attitude and a strong work ethic
- Ability to work independently and as part of a team
- Strong computer and typing skills
- Ability to quickly adapt to and learn new software
- Proficient with Microsoft Office programs including Word, Excel, and Outlook and the use of general office equipment
- Willingness to travel for work when needed
- Willingness to work flexible hours, including evenings and weekends when requested

HOURS OF WORK

Full-Time – 35.5 hrs/week

REMUNERATION

Pending – based on approved funding

WORK LOCATION

In Community

START DATE

November 16, 2026

APPLICATION DEADLINE

October 18, 2026

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: recruitment@henveyinlet.com

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

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.