



Position: **Jordan's Principle Service Coordinators (2)** Posting Reference #: NTC-2026-19
Status: Full-time Contract Hours of Work: 35 hrs/wk
Opening Date: July 15, 2026 Closing Date: July 31, 2026
Location: Nokiiwin Tribal Council Hourly Rate: Pursuant to current wage grid

Join Nokiiwin Tribal Council as we proudly enter our 20th year of operation! We are a dynamic non-profit organization dedicated to empowering and supporting our member First Nation communities through programs in governance, health and safety, finance, justice, economic development, planning, technical services, and education. Guided by the cultural wisdom of the Seven Sacred Teachings—Love, Bravery, Respect, Honesty, Truth, Wisdom, and Humility—we foster a respectful and inclusive workplace that prioritizes physical, psychological, and cultural safety. Be part of a meaningful journey toward community well-being and unity.

Nokiiwin Tribal Council is seeking a **Jordan's Principle Service Coordinator**. The Service Coordinator plays a vital role in supporting First Nations children and families by ensuring the efficient administration of services, funding, and program operations. Working within the Health, Safety & Wellness Department, this position is responsible for financial administration, data management, reporting, and client support while ensuring compliance with funding requirements and organizational policies. The successful candidate will contribute to equitable access to services through strong organizational skills, cultural awareness, and a commitment to delivering exceptional support to communities and families.

Key Responsibilities:

- Conduct intake assessments to identify the unmet needs of First Nation children and families.
- Assist families with Jordan's Principle applications and required supporting documentation.
- Coordinate access to approved services, supports, and service providers.
- Monitor application progress and provide ongoing updates and follow-up to families.
- Maintain accurate, confidential, and comprehensive client records and case notes.
- Deliver community presentations, information sessions, and educational materials on Jordan's Principle.
- Build and maintain collaborative relationships with First Nations, schools, health professionals, service agencies, and Indigenous Services Canada representatives.
- Advocate for children and families experiencing barriers to accessing services and supports.
- Prepare activity reports, community engagement reports, and contribute to program evaluation and annual reporting requirements.
- Travel regularly to First Nation communities to meet with families, participate in community events, and represent the organization.

Qualifications and Skills:

- Diploma or Degree in Social Work, Indigenous Studies, Child and Youth Care, Community Development, Health Sciences, Human Services, or a related field.
- Minimum three years' experience working with Indigenous communities, children, youth, and families.
- Experience providing case management, advocacy, or service coordination services.
- Strong understanding of First Nation cultures, traditions, and community dynamics.
- Knowledge of trauma-informed and culturally safe service approaches.
- Excellent communication, relationship-building, and interpersonal skills.
- Strong organizational, documentation, and time-management abilities.
- Proficiency with Microsoft Office applications and case management systems.
- Ability to work independently while collaborating effectively with community partners and stakeholders.
- Valid Class G Driver's Licence, reliable vehicle, ability to travel extensively, and successful Criminal Record and Vulnerable Sector Checks.

Cultural Competency and Indigenous Awareness

- Demonstrated understanding of First Nations cultures, histories, traditions, and contemporary issues affecting Indigenous communities.
- Commitment to working in a culturally safe, respectful, and trauma-informed manner with children, youth, families, and community partners.
- Knowledge of the Truth and Reconciliation Commission's Calls to Action and their application within health, social service, and community-based programs is considered an asset.
- Ability to build and maintain respectful, collaborative relationships with First Nations communities, service providers, and stakeholders.
- Understanding of Jordan's Principle and the importance of equitable access to services for First Nations children and families.
- Appreciation for Indigenous values and worldviews, including the Seven Sacred Teachings of Love, Bravery, Respect, Honesty, Truth, Wisdom, and Humility.
- Ability to maintain confidentiality, demonstrate cultural humility, and adapt services and communications to meet the diverse needs of Indigenous families and communities.

Ready to make a difference?

Apply today and become part of our dynamic team!
Interested applicants are encouraged to **apply online at www.indeed.com** by **submitting a single PDF document** that includes their cover letter, resume, and three (3) professional references by:

4:00 PM Friday July 31, 2026

We encourage all qualified candidates to apply for this position. Preference will be given to applicants who self-identify as First Nations, Inuit, or Métis, as part of our commitment to supporting Indigenous communities and advancing reconciliation.

Only candidates who meet the qualifications and are granted an interview will be contacted.

Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Canada Labour Code and Accessible Canada Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.

Learn more at www.nokiiwin.com/work
Follow us on social media

