



EMPLOYMENT OPPORTUNITY
JORDAN'S PRINCIPLE COORDINATOR
(Internal/External Posting)
August 27, 2026

Michipicoten First Nation (MFN) is a vibrant community located near Wawa, ON and approximately 225 km from Sault Ste. Marie, ON. With a small number of members on reserve and the majority dispersed around the globe, Michipicoten First Nation strives to maintain harmony and balance with Mother Earth, neighbouring First Nations, and surrounding communities, while building on socio-economic independence and a strong sense of community and cultural identity.

Michipicoten First Nation is seeking a full-time, permanent **Jordan's Principle Coordinator**. Reporting to the Manager, Health & Social Services, the Jordan's Principle Coordinator is responsible for supporting Michipicoten's children, youth, and families in accessing health, social, educational, cultural, and other supports through Jordan's Principle. The coordinator serves as the primary point of contact for families, service providers, community partners, and funding representatives, assisting with intake, service navigation, application preparation, documentation, follow-up, and advocacy. This role supports a child and family-centred approach that promotes timely access to services, addresses unmet needs, reduces service barriers, and ensures supports are culturally appropriate, confidential, and aligned with the best interests of the child. This role may be based in Michipicoten First Nation or Wawa, ON.

PRIMARY RESPONSIBILITIES

Case Management

- Serve as a central point of contact for children, youth, families, caregivers, community staff, service providers, and external agencies regarding Jordan's Principle supports and services.
- Help families navigate health, education, social service, and community systems to access timely and appropriate services and supports.

Family Advocacy

- Advocate for children and families to address service gaps, delays, barriers, and unmet needs in accordance with the intent of Jordan's Principle.

Community Engagement

- Coordinate information sessions and provide information, education, and outreach to families, staff, community members, and service providers regarding Jordan's Principle eligibility, processes, documentation requirements, and available supports.
- Build partnerships with service providers and develop referral pathways.

Reporting & Records Management

- Maintain accurate, current, confidential client records, application files, service plans, contact notes, and reporting documents in accordance with organizational policies and privacy requirements.
- Prepare program reports, statistics, work plans, and summaries related to applications, approvals, service utilization, trends, gaps, and community needs.

QUALIFICATIONS

Education & Training

- Minimum post-secondary diploma in Social Services, Social Work, Child and Youth Care, Indigenous Studies, Health, Education, Human Services, or a related field; an equivalent combination of education and relevant experience may be considered.
- Must be a registered member in good standing of the applicable college or professional association.

Experience

- Minimum of three years of experience working with indigenous children, youth, families, or communities in health, social services, education, child and family services, case management, navigation, advocacy, or service coordination.
- Previous experience completing government funding applications, gathering documentation, coordinating referrals, tracking files, preparing reports, and maintaining confidential records.

Knowledge, Skills & Abilities

- Knowledge and understanding of Jordan's Principle, First Nation service delivery, child and family-centered practice, and barriers experienced by First Nation children and families in accessing services.
- Strong interpersonal communication, advocacy, problem-solving, and conflict resolution skills.
- Ability to build respectful working relationships with families, children, youth, Elders, service providers, community partners, schools, health professionals, and government representatives.
- Demonstrated ability to work independently, manage competing priorities, meet deadlines, and maintain attention to detail.
- Strong computer skills, including Microsoft Office, email, databases, online forms, file management, and reporting tools.
- Knowledge of culturally safe, trauma-informed, strengths-based, and confidential service practices.
- Knowledge of the Canadian Human Rights Tribunal rulings.
- Understanding of First Nation culture, traditions, community protocols, and the importance of culturally appropriate supports;
- Ability to speak an Indigenous language is considered an asset.

Other

- Valid driver's license, access to reliable transportation and ability to provide a satisfactory driver's abstract.
- Satisfactory criminal record check, including vulnerable sector screening, or ability to obtain one.
- Ability to travel as required.

LOCATION: Sault Ste. Marie or Michipicoten First Nation

TERM: Full-time, Permanent

WAGE RANGE: \$27.93-\$31.12/hr

TO APPLY: Please submit your cover letter and resume as a single document to hr@michipicoten.com with the position title in the subject line by **September 18, 2026**. A full job description is available upon request to Human Resources. **Michipicoten members and Indigenous applicants are encouraged to self-identify.**

Michipicoten First Nation is dedicated to promoting equity and diversity and serving the interests of its members. The successful candidate will primarily serve the interests of Michipicoten members, and preference will be given to MFN members and Indigenous candidates who possess the necessary qualifications.