**COUCHICHING FIRST NATION**

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**EMPLOYMENT OPPORTUNITY**

# **Jordan’s Principle Coordinator Couchiching First Nation**

Couchiching First Nation is seeking a compassionate and dedicated Jordan’s Principle Coordinator to act as the lead for our community. This position involves providing essential service coordination and planning for children and families, working in close cooperation with other programs and staff. This role is centered on ensuring that children and families in our community receive the support they need through the Jordan’s Principle initiative.

Reporting to the Director of Social Services, the Jordan’s Principle Coordinator will be responsible for managing applications, liaising with external agencies, and working collaboratively to advocate for the well-being of our community's children. The ideal candidate will be passionate about supporting Indigenous families, experienced in community programming, and committed to building relationships that foster healing, connection, and resilience.

Applicants must meet the following criteria:

* Bachelor’s Degree in Social Work or a College Diploma in Social Services with a minimum of two (2) years’ experience coordinating social programs and services. A combination of education, experience, and lived knowledge may also be considered.
* Minimum of two (2) years of experience working with Indigenous families or communities
* Serve as the lead for Jordan’s Principle within the community
* Work collaboratively with other staff to support applications for funding and address service gaps for children
* Manage data collection, prepare applications for submission, and facilitate approvals to ensure families receive services and goods
* Demonstrated ability to work respectfully within community protocols and values
* Excellent interpersonal, communication, and organizational skills
* Maintain confidentiality and a high level of professionalism in all communication
* First Aid/CPR certification (or willingness to obtain)
* Valid Ontario “G” Driver’s License and clear Vulnerable Sector Check
* Ability to speak or willingness to learn Ojibway is considered an asset

Salary commensurate with education and experience. All applicants will be subject to a Criminal Record Check (with Vulnerable Section Query). Interested parties should apply in writing to:

**Deadline:** September 12, 2025, by 4:00PM CST.

## **How to Apply:**

Applicants should include their resume, cover letter and 3 references. References must include three employment related references and written permission to contact those references. You can submit your application to Couchiching First Nation Human Resources by email, mail, or in person.

**By Email:** [**recruitment@couchiching.ca**](mailto:recruitment@couchiching.ca)

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**Postal mail, or in person at:**

Human Resources: Couchiching First Nation

RMB 2027, RR2, Fort Frances, Ontario P9A 3M3

*All suitable, qualified Couchiching Band members shall be given first preference.*

*While we appreciate all who apply, only those selected for an interview will be contacted.*

*All late applications will be returned unopened.*

*All incomplete applications will be returned to the applicant.*

*CFN welcomes applicants from people with disabilities. Accommodations are available upon request. for candidates taking part in all aspects of the selection process.*