

COUCHICHING FIRST NATION EMPLOYMENT OPPORTUNITY



Social Services Access and Intake Coordinator Couchiching First Nation

Couchiching First Nation is seeking a Social Services Access and Intake Coordinator to join our Social Services team. Reporting to the Prevention Manager, this role is responsible for intake and assessment, referral and navigation, coordination and collaboration for service delivery, client documentation and record keeping, and community outreach while maintaining compliance and upholding ethical guidelines. The Social Services Access and Intake Coordinator will be responsible for efficiently and effectively triaging incoming calls and inquiries, assessing needs, providing information and referrals, and connecting clients with the appropriate internal and external resources.

The successful candidate will demonstrate strong communication skills, risk and crisis management, listening skills, and problem solving. This is an excellent opportunity for someone who wants to build trust to ensure culturally safe and community-centered services, and seamless access to those services while facilitating timely and coordinated support.

Applicants must meet the following criteria:

- High School diploma or GED with experience in intake and navigation of services.
- Minimum 2-3 years of experience in social services or a related field.
- Experience in intake, assessment, and referral processes.
- Experience working with First Nations children and families.
- Understanding of trauma informed practices.
- Strong communication, interpersonal, assessment and problem-solving skills.
- Knowledge of Couchiching First Nation's resources.
- Proficiency in computer skills and data entry.
- Valid Driver's License is required.
- Other duties as assigned.

Deadline: October 22, 2025, by 4:00PM CST.

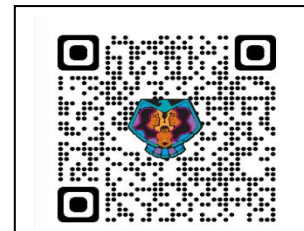
How to Apply:

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

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.*