



# MATACHEWAN FIRST NATION

---

Box 160, Matachewan ON, P0K 1M0

## JOB POSTING

**Job Title:** Jordan's Principle Service Coordinator

**Reports To:** Director of Finance and Administration

### Position Summary

Reporting to the Director of Finance and Administration (DOFA), the Jordan's Principle Service Coordinator is responsible for developing and submitting proposals on behalf of Matachewan First Nation (MFN) membership and the various social departments connected to the well-being of the Community and its children.

**Term:** Permanent, Full-Time

**Hours of Work:** 40 hours per week, Monday – Friday, 8:30AM – 4:30PM, with flexibility to work on weekends and evenings

**Location:** Matachewan First Nation and surrounding areas

**Compensation:** \$60,000 - \$70,000 annually

**Benefits:** Employer-paid benefits package and enrollment in pension plan

**Star Date:** As soon as possible

### Areas of Responsibility

- Assist families with completing Jordan's Principle applications.
- Track and report on Jordan's Principle applications.
- Maintain an accurate filing system for applications, reports, and other case-work documentation.
- Liaise with clients, families and key contacts to ensure clients are receiving and maintaining the services required.
- Support Youth Programming staff and events as needed.
- Become knowledgeable with Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Jordan's Principle.
- Provide support to families and advocate for needs-based solutions.
- Work collaboratively with inter-departmental staff to deliver programs and services in the Community.
- Other related duties as assigned by the DOFA.

### Requirements

- Minimum grade 12 or equivalent.
- Background in Social Work and/or 2 years of experience working in First Nation health, social or educational sectors considered an asset.
- Experience working with aboriginal families in a health, advocacy, support, or social development role.
- Discretion handling sensitive materials and information.
- Able to work methodically and accurately, with attention to detail.
- Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Teams).

**Requirements (continued)**

- Excellent verbal and written communication skills.
- Ability to work collaboratively with all MFN staff and community members.
- Acceptable recent Criminal Record and Vulnerable Sector Check.
- Training and certification in WHMIS, OHSA or other relevant areas considered an asset.

**How to Apply**

Qualified candidates are invited to send their cover letter and resume to [hr@mfnrez.ca](mailto:hr@mfnrez.ca). Position will remain opened until filled.