



Family Well-Being Coordinator

Full Time – 35 Hours per week

(Beaverhouse Band Members and Indigenous Persons will be given priority)

Following the Mission Statement of the Beaverhouse First Nation Band Office, we are seeking a Family Well-Being Coordinator who supports and advocates for families as they work toward personal wellness, safety, and stability through culturally grounded services, strong relationships, and traditional values and practices.

Key Responsibilities:

- Maintain a culturally safe, positive, and enriching environment for youth and families who attend programming, at any of our office locations and land-based sites.
- Deliver culturally appropriate services through various Beaverhouse First Nation program initiatives.
- Collaborate with Program Support Staff to plan and deliver workshops, information sessions, cultural teachings, community events and other activities in accordance with program mandates and funding agreements.
- Assist community members and families in accessing essential social services, including mental health supports, housing resources, parenting services, court-related services and other community supports.
- Coordinate referrals and assist families in navigating available programs and services to support their overall well-being.
- Maintain accurate records of program activities, participant attendance, sign-in sheets and service delivery.
- Collect, organize and maintain registration forms, privacy and consent forms, and incident reports in accordance with agency policies.
- Record and maintain statistical data and program information required for agency reporting and funding accountability.
- Maintain confidentiality and protect sensitive client and family information.
- Build positive, professional relationships with families, coworkers and community service providers.
- Participate in required training and professional development.
- Work flexible hours, including evenings, weekends and land-based programming as needed.
- Other duties as assigned.

Required Qualifications:

- Minimum 1-2 years of education or experience in Social Service Work, Child Youth Work or related field.
- Experience with facilitation or coordination of group activities
- Experience with Microsoft Office suite, TEAMS, and other related office programs.
- Highly motivated, reliable, and committed.
- Effective oral and written communication skills

Assets:

- Knowledge of Indigenous Culture and willingness to learn.
- Ability to work flexible hours, including evenings and weekends as needed
- Experience with case management and community-based support services
- Valid Driver's license and access to a vehicle.
- Valid First Aid/CPR
- Crisis Intervention Training: ASSIST Training, Safe Talk Training, Peer Support Counselling

What We Offer:

- Comprehensive Health Benefits- 100% Employer Paid
- Paid- Time Off

Salary: \$35,000- \$45,500 annually

How to Apply: Please submit Cover Letter and Resume to the attention of the Hiring Committee to hr@beaverhousefn.com or can be dropped off at 26 Station Rd N, Kirkland Lake, ON.

Closing Date: November 6, 2026

Upon acceptance of the position, a Vulnerable Sector Check will be required. We thank everyone for their applications, only those selected for an interview will be contacted.