



Rainy River First Nations

Manitou Rapids

P.O. Box 450
Emo, Ontario POW IEO
Phone: (807) 482-2479

Jordan's Principle Coordinator

Permanent Full-Time

Reports to: *Manager of Administration*

Position Summary

Under the supervision of the Manager of Administration and working within the Community Wellness Department, the Jordan's Principle Coordinator ensures the protection, prevention, and support of Rainy River First Nations families by facilitating access to public services for children without delays, denials, or disruptions due to jurisdictional disputes.

This role involves holistic planning, community engagement, advocacy, and strategic leadership. The Coordinator will collaborate with various stakeholders to develop culturally safe service pathways and promote awareness of Jordan's Principle throughout the community.

Key Responsibilities

Service Coordination & Advocacy

- Advocate for families to receive timely, appropriate public services for their children.
- Develop and oversee integrated, culturally appropriate care and aftercare plans.
- Assist with referrals to health, social, and community-based services.
- Empower families to participate in decision-making and service navigation.

Stakeholder Engagement

- Consult with mental health professionals, healthcare providers, and psychologists/psychiatrists.
- Collaborate with Indigenous Services Canada (ISC) focal points and service providers.
- Network with community resources and external agencies to track progress and close service gaps.

Education & Awareness

- Develop and distribute engagement and educational materials (e.g., presentations, brochures).
- Promote Jordan's Principle and related services through community outreach initiatives.

- Facilitate community workshops and cultural education to raise awareness and build capacity.

Monitoring, Evaluation & Reporting

- Conduct community needs assessments to identify service barriers and knowledge gaps.
- Collect and analyze data to support program development and evaluation.
- Prepare treatment plans, monthly workplans, progress reports, and family outcome summaries.
- Monitor project performance and make adjustments as necessary.

Strategic & Policy Development

- Collaborate with RRFN leadership on strategic planning related to Jordan's Principle.
- Support policy development and communication strategies within the organization.
- Ensure service delivery aligns with human rights principles and a rights-based approach.

Qualifications & Requirements

- Bachelor of Social Work, Social Services, Public Health, Indigenous Studies, or a related field; or equivalent combination of education and experience.
- Experience in service coordination, particularly in Indigenous communities.
- Knowledge of Rainy River First Nations governance, Community Care Program, and Customary Care practices.
- Familiarity with Weechi-it-te-win Family Services' structure and systems (asset).
- Excellent verbal and written communication skills.
- Strong interpersonal, advocacy, organizational, and project management skills.
- Proficiency with Microsoft Word, Excel, Outlook, and calendar programs.
- Commitment to cultural sensitivity and the values of the Grandfather Teachings.

Conditions of Employment

- Valid driver's license and satisfactory driver's abstract.
- Access to reliable transportation.
- Satisfactory Criminal Record Check and Vulnerable Sector Screening.
- Adherence to Rainy River First Nations' Drug Testing Policy and Personnel Policy Manual.
- Signed Oath of Confidentiality.

Compensation & Benefits

- Paid vacation – 2 weeks
- 100% employer-paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

How to Apply

Please submit your cover letter and current resume to:

 hr@manitourapids.ca

Application deadline: *[Position open until filled]*

Our Commitment

Rainy River First Nations Chief & Council encourages applications in a safe, inclusive, and non-discriminatory environment, *guided by the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.*

To learn more about Rainy River First Nations and explore other employment opportunities, please visit:

www.rainyriverfirstnations.com