



WEECHI-IT-TE-WIN  
Family Services Inc.

P.O. Box 812, Fort Frances, ON P9A 3N1 1-807-274-3201  
1-807-274-4511  
Fax 1-807-274-8435  
Toll-Free 1-800-465-2911

## **Job Description – Jordan’s Principle Coordinator**

### **JOB PURPOSE**

The Jordan’s Principle Coordinator is a full-time permanent position. The Jordan’s Principle Coordinator provides service coordination and planning in cooperation with other agency personnel, related to children and families involved in mandatory or voluntary services of the Agency. The Jordan’s Principle Coordinator functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of Weechi-it-te-win Family Services and contributes to the accomplishment of the strategic priorities.

This position will be responsible for compiling and submitting both individual and group applications to Indigenous Services Canada on behalf of Weechi-it-te-win Family Services, as well as reporting and providing any follow-up as needed.

### **RESPONSIBILITY**

The Jordans Principle Coordinator reports to the Director of Administration.

### **QUALIFICATIONS**

1. Post-Secondary diploma in health/social sciences, business, with two (2) years working experience in an administrative role. However, a combination of skills, education and experience may be considered.
2. Two (2) years’ experience coordinating and/or managing social programs and services.
3. One (1) year direct service experience with children and families.
4. Experience working with Aboriginal people, organizations, and communities.
5. An equivalent combination of education and experience may be considered.
6. Knowledge of the administrative structure and operations of Weechi-it-te-win Family Services and family structure, as well as the Anishinaabe customs, traditions, and protocols.
7. Knowledge of Jordans Principle Human Rights Principle and CHRT Rulings.
8. Respect for, sensitivity towards as well as knowledge and understanding of Anishinaabe culture and traditions.



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9. Ability to understand and speak Anishinaabemowin is a definite asset;
10. Must provide a Criminal Records Check deemed satisfactory by the employer;
11. Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel;

## CLASSIFICATION

The following salary schedule applies to qualified candidates;  
The salary ranges from \$65,139.97 to \$84,992.89.

### Application must include:

- ✓ Cover Letter – **signed and dated.**
- ✓ Resume
- ✓ Three references (one must be employment related) along **with written permission** to contact references.
- **Applications submitted without** all the above required documentation **will not be considered.**
- Only those selected for an interview will be contacted.
- Complete job descriptions available upon request
- Weechi-it-te-win Family Services Inc. is an equal opportunity employer.

### Submit Applications to:

#### APPLICATION:

**Jackie DeBenedet**

P.O. Box 812

Fort Frances, ON P9A 3N1

Phone number: (807) 274-3201 ext. 4065

Fax number: (807) 274-8435

careers@weechi.ca

### DEADLINE TO SUBMIT

**May 14, 2025, @ 12:00 pm**

(S2/3)