



KINA Gbezhgomi Child and Family Services
Employment Opportunity
Location: Manitoulin Island

Posted: Aug 28, 2026

Kina Gbezhgomi Child and Family Services (KGCFS) is a designated Child Welfare Service delivering Child Protection Services within seven member First Nations in the Districts of Sudbury and Manitoulin. KGCFS honours and supports our families' and communities' inherent authority to care for their children based on unity, traditions, values, beliefs, and customs. **Preference will be given to Anishinaabe Candidates, please self-identify in your application.**

JORDAN'S PRINCIPLE – SERVICE COORDINATOR
(2) FULL TIME POSITIONS

Salary Range: \$ 72,322.47 to \$94,007.79

The Jordan's Principal Coordinator primary responsibility is to act as a focal point for the children and families we serve. In particular, the Coordinator provides service coordination and planning in cooperation with other agency personnel, including those related to children in care and children not in care of the agency served by Kina Gbezhgomi Child and Family Services.

QUALIFICATIONS

- University degree or college diploma (two year minimum) in a field related to Human Services, Education or Social Work.
- Minimum of one-year direct service experience with children and families.
- Experience working with Indigenous people, organizations, and communities.

DUTIES & RESPONSIBILITIES

- Review all Jordan's Principal documentation related to the Jordan's Principle Orders related to service and financial accessibility from an Agency perspective.
- Familiarize self with agency and Jordan's Principle, service coordination and planning – service workflow processes and make recommendations to modify the process to the Program Supervisor.
- Assist and develop agency Jordan's Principle (Reporting Templates) with Supervisor for formal submission based on budget and service needs of the agency.
- Work in collaboration with the service teams to identify "unmet needs" and work in collaboration with required team members to lead the completion of Jordan's Principal applications, respond to documentation requirements, status of approvals and complete appeals.
- Work in collaboration with the service teams and external service providers and First Nations to secure supporting documentation for applications including support letters required by parties.
- Work in collaboration with families served to empower advocacy and assist in navigating the Jordan's Principal application process.
- Participate in internal or external committees as required or requested.
- Liaise and work effectively with the communities served, service providers, collateral agencies, and organizations & elders
- Apply agency service coordination and workflow process from intake, ongoing case management and discharge in conjunction with agency mandated and non-mandated programs.
- Act as a liaison and provide education and information sessions to agency staff in relation to Jordan's Principle.
- Familiarize self with all Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Jordan's Principle.
- Complete monthly, quarterly, and annual reports as required

WORK ENVIRONMENT

- Given the traditional practices of the Anishinabek, from time-to-time exposure to wood smoke and the burning of sacred medicines, including tobacco, sweet grass, sage, or cedar, may occur within the work setting.
- **Candidates must live within service area**

DEADLINE: SEPTEMBER 1 1TH, 2026 AT 4PM

Applicants are encouraged to visit our website at www.kgcs.org/employment to review the job description. KGCFS offers competitive wages.

Please submit your application marked "Confidential – Jordan's Principle Service Coordinator". Include in your application a cover letter, resume, and (3) three reference letters - two (2) employment related from recent employers. Please also detail in your application: education, employment experience, and cultural participation. Applications are accepted and in the following order of preference by website, email, or mail at:

Human Resources – Confidential
JORDAN'S PRINCIPLE SERVICE COORDINATOR
Kina Gbezhgomi Child and Family Services
36 Tower Rd,
Wikwemikong, Ontario P0P 2J0
Email: applications@kgcs.org

*KGCFS is committed to fostering an inclusive and accessible workplace in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request throughout the recruitment process. We thank all applicants for their interest; however, only those selected for an interview will be contacted. **Conditions of Employment:** Successful candidates will be required to provide a Police Record Check (level determined by position), a satisfactory Driver's Abstract, proof of \$1M Liability Insurance, and supervisory references (with consent to contact).*