



Kinistin Saulteaux Nation – Urban Jordan’s Principle Service Coordinator

Job Title:	Urban Jordan’s Principle Service Coordinator	Job Category:	Administrative & Operations
Department/Group:	Urban	Position Type:	Full Time
Location:	KSN Urban Office - Saskatoon	Date Posted:	May 29, 2026
Direct Supervisor:	Urban Office Manager	Posting Expires:	Until Filled.

Applications Accepted By: (Please submit your resume, a brief letter of interest, and two references)

EMAIL:

Human.Resources@kinistin.com
Subject Line: Urban JP Coordinator

MAIL:

PO Box 2590,
Tisdale, SK S0E 1T0

Job Description

ROLES AND RESPONSIBILITIES

Kinistin Saulteaux Nation is seeking a highly motivated individual with strong case management skills who will successfully implement the Jordan’s Principle – Child First Initiative (JP-CFI) program. This program will focus on all First Nations children that are members of Kinistin Saulteaux Nation, who have disabilities or complex needs. This program will ensure those children and their families have access to the health and social services they need, when they need them and to ensure that they do not experience denials, delays or disruptions of services due to jurisdictional disputes. Under the general direction of the Urban Office Manager the JP Coordinator position will be responsible to plan, implement, deliver and evaluate the Jordan’s Principle program.

DUTIES AND RESPONSIBILITIES

Case Management

- Provide a collaborative, client driven system to guide children and their families through a comprehensive array of services.
- Determine services and supports which would benefit the child.
- Support a child and family-centered approach to coordinating and connecting services
- Work towards establishing multi-disciplinary hubs for families when the services they require involves a number of professionals

Intake, Assessment and Coordination

- Help families navigate the health and social systems; and determine where and how services can be accessed.
- Help with referrals for assessments to appropriate professional, or provide assessment if within scope of practice
- Build case management capacity through the development of policies, procedures and protocols, related to screening and assessment, service planning, monitoring and evaluation of service plans and staff training.

Outreach and Community Engagement

- Reach out to First Nation families and invite them to use the enhanced service coordination
- Enhance awareness in communities of existing services and supports
- Build relationships with communities and collaborate with those providing existing community-based services
- Work to proactively identify children with unmet needs to facilitate early intervention and timely access to services and resources

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Education or related profession with at least 3 years of experience working in the field of health, social or education sectors.
- Effective verbal and written communication skills and the ability to work closely with a variety of stakeholders including management and professionals, senior levels of government and community members
- Demonstrated tact and diplomacy with sound problem solving, critical thinking, negotiation and team building skills
- Computer literacy in Microsoft Office, email, social media and use of the Internet;
- Fluency in Saulteaux is considered an asset;
- CPIC/Vulnerable Sector check is required;
- Must possess valid Saskatchewan Driver's license and have a reliable vehicle