JOB POSTING: YQFN HEALTH DEPARTMENT

Title: Jordan's Principle Service Coordinator
Status: Term Full-Time
Reporting to: Health Director
Wage/Salary: Dependent on Experience
Closing Date: Open Until Filled

POSITION SUMMARY

The Jordan's Principle Service Coordinator provides advocacy and support services to children and families that reside in the YQFN community. Reporting to the Health Director, the Jordan's Principle Service Coordinator oversees and ensures the quality of life for First Nations children improves and that Treaty Rights in relation to health of community members are being met.

DUTIES AND RESPONSIBILITIES

- Promote the development of healthy communities through community-based programs, services and/or activities. Improve the quality of, and access to, culturally appropriate health services at the community level.
- Service Coordination-providing day-to-day advocacy and support
- Case management- assessing needs, determining appropriate services, and establishing multi-disciplinary hubs
- Community engagement-engage with families to promote awareness of Jordan's Principle
- Funding application management-preparing, submitting funding applications, ensuring compliance with criteria, and collaborating with community representatives
- Monitor and reporting- tracking service delivery, preparing reports, and analyzing data to support program development and evaluation
- Identifying children with unmet needs
- Relationship building and building networks
- Knowing and reaching out to other programs and services to support the family
- Ensuring that children are receiving safe, culturally appropriate care
- Submitting requests with supporting documentation to Jordan's Principle
- Managing funds provided through Jordan's Principle for approved services and supports
- Working with other service coordinators to identify gaps and avoid duplication of services
- Follow up with families and assess all needs of a child. Ensure all their needs have been met.
- Complete administrative reports and adhere to YQFN policies, procedures and relevant practices.
- Work collaboratively and cooperatively at all levels.

Perform other duties as assigned.

QUALIFICATIONS

- A Human Services related degree or certificate
- Supervisory experience
- Effective communication both verbally and in writing
- Proficiency in Microsoft office
- A strong understanding of Child Abuse Protocol and the Duty to Report
- Strong understanding of Treaty Rights to Health
- Must be physically and mentally capable of performing duties
- Have an excellent rapport with people
- Must have great organizational skills as well as a calming, nurturing, patient demeanor while maintaining professionalism to assist families
- Good work attendance record
- Strict confidentiality
- Updated clear Criminal Records Check with Vulnerable Sector (CPIC)
- Vulnerable Sector Check
- Valid Saskatchewan Class 5 driver's license
- Reliable vehicle

Please indicate in the email subject line which position you are applying for in the email subject line and submit your resume, cover letter and CPIC to:

ATTN: Human Resources Coordinator
Email: Shantel.Poorman@yqfn.ca
Box 40 Yellow Quill, SK, S0A 3A0 Fax: (306) 322-2304

Posted on October 21, 2026.