

# Job Title: Service Coordinator

Position up to 2 years

**JOB SUMMARY:** Under the supervision of the Home and Community Care Supervisor, the Jordan's Principle, "Service Coordinator" will work with a team of Special Needs workers, manage data, budget management, arrange appointments, and work with additional service providers, contracted by the grant.

## Key Responsibilities:

- Gather all data and performance measures as required / supervise team members
- Together with the family, identify their appropriate planner and coordinate the plan of care with all the key stakeholders
- **Budgeting, planning, data collection, assist with case management**

## Education:

- **Degree in social work and /or business preferred**
- **Minimum college diploma in DSW/SSW/PSW or other related field**

## Experience:

- **Must have experience with children with special needs or have lived experience**
- Must have 2 years' experience working with Native people
- 2 years of experience with budgets and medical billing
- Must have strong computer skills and information systems experience
- 1-2 years in a previous co-coordinator role /supervisory capacity

## Other:

- Valid Ontario Driver's Licence and reliable transportation required;
- Must be a positive role model;
- Subject to the criminal records check policy;

To **apply**, submit a cover letter, resume, and two most recent work references and one personal reference to: Walpole Island First Nation  
Attention: **Ben Brigham**, Human Resource Assistant  
R.R. #3, Wallaceburg, ON, N8A 4K9  
Fax: (519)627-5915  
Email: careers@wifn.org  
Please clearly indicate "**Child and Youth Worker**" on submission

**Deadline: September 1<sup>st</sup>, 2017 at 4:00 p.m.**

*We are a special interest organization that is primarily engaged in serving the interest of the Walpole Island First Nation community, preference will be given to person of Native ancestry. (OHRA 1981, c53, s170)  
Qualified Band Members are to be given PRIORITY. (R.C.M. April 28, 1998 M#15)*