



FSIN

Service Coordinator - Regional Manager

 **Jordan's Principle**

"The Federation is committed to honouring the spirit and intent of the Treaties, as well as the promotion, protection and implementation of the Treaty promises that were made more than a century ago."

Primary Function:

The Federation of Sovereign Indigenous Nations (FSIN) is seeking a highly motivated individual for the position of Service Coordinator – Regional Manager within the Health and Social Development Secretariat (HSDS). The successful applicant will oversee and support Service Coordinators in providing vital referrals and resources for Jordan's Principle Claimants. This role is pivotal in ensuring effective communication, collaboration, and access to services within First Nations communities.

As a Regional Service Coordinator Manager, you will manage a team of Service Coordinators, maintain and share an up-to-date inventory of community services, and work closely with First Nation leaders, community members, and key partners. The role does not involve clinical support, case management, or active coordination of services beyond referrals to existing resources.

Typical Duties and Responsibilities:

Leadership and Oversight

- Manage and support Service Coordinators in your region
- Ensure adherence to established processes and procedures

Communications/ Relationship Building

- Build and maintain relationships with First Nations leaders, organizations, and community members
- Collaborate with regional offices, Chiefs and Council, health networks, and other stakeholders
- Identify and address gaps in community services and share insights across Claims Helper Program

Administration

- Oversee administrative tasks for Service Coordinators, including expense reports, time

- tracking, and activity reporting
- Attend onboarding and training sessions as required
- Develop and implement outreach and communication strategies

Resource Management and Reporting

- Maintain an up-to-date inventory of existing services within communities
- Share resources and knowledge across the program
- Record, synthesize, and report learning insights and services gaps

Other

- Other related duties as may be assigned from time to time

QUALIFICATIONS

Education

- Bachelor's Degree or related certificate

Experience

- 5+ years of relevant experience working with and supporting First Nations communities' access to social services, health services, and other services as required
- Strong written, verbal, and interpersonal communication skills
- Political knowledge of your region and the relationship between Canada and First Nations
- Proven ability to manage teams and navigate trauma-informed discussions
- Computer skills – Microsoft Word, Excel, PowerPoint, Outlook, Zoom, Teams, and Internet.
- A combination of education and experience will be considered.
- Knowledge and understanding of First Nations customs, culture, and history.
- Ability to travel up to 40%, including overnight trips

Salary is based on an established grid and commensurate with qualifications and experience.

Only candidates selected for interviews will be contacted.

APPLICATIONS MUST BE RECEIVED BY 12:00 noon on Monday, February 17th, 2025.

Please submit resumés to:

Email: hrinfo@fsin.com