



Employment Opportunity

Family Support Coordinator

Department:	Social Services
Posting Date:	December 5, 2025
Location:	Nipissing First Nation, ON
Schedule:	Full Time 35 hours per week
Job type:	Permanent
Vacancies:	One (1)
Reports To:	Manager, Walking Alongside
Salary Wage:	\$41,587.00 – \$54,873.00

Nipissing First Nation seeks a dedicated, organized, and community-minded individual to serve as a Family Support Coordinator. This person is collaborative, compassionate, and committed to strengthening children, youth, and families through culturally grounded prevention work. The ideal candidate is a strong planner and communicator, comfortable coordinating schedules, organizing program activities, and tracking financial information with accuracy. They work confidently within legislative requirements, policies, and the Nation's Mission, Beliefs, and Vision. Above all, they are someone who values teamwork, cultural respect, and the well-being of the Nipissing First Nation community.

What You'll Do in the Role

- Ensure familiarization with Department of Indigenous Services Canada (ISC) documentation related to the Canadian Human Rights Tribunal (CHRT)
- Accept referrals for the program by email and phone calls, working with the manager to assign to the appropriate Family Support Workers
- Maintain database to keep track of all Family Support program expenses
- Coordinate weekly filing with the Family Support workers to ensure that files are kept up to date
- Collect key demographic information in the databases to create reports as required
- Ensure appropriate cultural opening when coordinating meetings both within Nipissing, for clients, families, communities, and other collaterals
- Coordinates with department program staff for the transportation of participants and scheduling vehicles for staff use.
- Prepare reports, statistics, briefing notes and correspondence as required
- Develop and maintain an individual detailed workplan of activities
- Ensure confidentiality and safekeeping of all documents and records



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- Develop and maintain accurate, up-to-date, and concise work files
 - Prepare and submit monthly reports and travel expense claims for manager
 - Follow human resources, finance and other policies and procedures in the performance of duties
 - Act in accordance with agency Code of Ethics and always maintain confidentiality to protect the privacy of staff, families, and communities
 - Participate in internal or external committees as required or assigned
 - Perform additional related duties in accordance with job responsibilities and department objectives
 - Participate in training, cultural events and other mandatory training as required
 - Occasional Evening or Weekend work may be necessary
 - Other duties as required or assigned
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♥ ♥ Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

🌴 Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

🧘 Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

🎯 What You Bring to the Table

- Must Have Post Secondary diploma/degree in job related field, Preferred diploma is SSW, Child & Youth Worker or a related Social Field.
- Must have job related administration experience



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- Must have a minimum of 1 year experience coordinating and/or file management within the Social Services Field
- Knowledge of Nipissing First Nation community, culture, and social services
- Strong knowledge and awareness of Indigenous culture and history, with emphasis on family violence, child welfare, the impacts of trauma, Indigenous youth engagement and community outreach
- Knowledge and experience working with Indigenous children, youth and families in a healing and wellness capacity
- Knowledge of Medicine Wheel concepts
- Speaker of Anishinabemowin language will be considered an asset
- Self-motivated individual with the ability to work with minimal supervision in a team-oriented setting
- Must possess strong organizational skills and ability to meet deadlines
- Excellent case and file management skills, stress management and time management skills
- Must have the ability to engage people to build trust and rapport; effective verbal and listening communication skills
- Must be able to maintain confidentiality
- Strength based problem solving and takes initiative
- Essential computer competencies (Email, cell phone, Office 365, Teams)
- Ability to work flexible hours, including evenings and/or weekends to support program and community needs

Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

Round 1 – Closing December 19 , 2025,

Only open to registered Nipissing First Nation members.

(Round 1 applicants will be considered at this stage.)

Round 2 – Closing December 26, 2025,

Only open to spouses and children of registered NFN members and registered members of other First Nations.

(Round 2 applicants will be considered at this stage.)



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Round 3 – Closing January 2, 2026

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

✉ resumes@nfn.ca

🕒 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

🦌 Are You a Member of NFN?

Nipissing First Nation is deeply committed to the training, development, and employment of our members. ***We strongly encourage NFN members to apply***, even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per **Section 24(1)(a)** of the *Ontario Human Rights Code*, **preference will be given to First Nation applicants.**

***Miigwech to all applicants for your interest.
Only those selected for an interview will be contacted.***