

Jordan's Principle Service Coordinator Support Worker Full-Time

Campbell River Region
Campbell River

Friday January 9, 2026

\$26 - \$30/ hour (Range \$26.00-\$28.00)

Company: Sasamans (Our Children) Society

Website: <https://www.sasamans.ca/>

Industry: Social Services

Remote/Camp Based Job: No

How to apply:

Please send COVER LETTER and Resume to: Lori Bull, Executive Director 680 Head Start Crescent, Campbell River, BC, V9H 1P9 Or email lorib@sasamans.ca Note that resumes without cover letters may not be considered This posting will be open until a suitable candidate is found Only shortlisted candidates will be contacted Pursuant

to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry

Attachment:

[Jordan's Principle Service Coordinator Support Worker - Job Posting - January 2026.pdf](#)

Expiry Date:

Friday, January 23, 2026

Details:

Sasamans Society is seeking a dynamic and motivated individual to join their Jordan's Principle team, based in Campbell River, BC. Jordan's Principle is a child-first, legal ruling that is designed to ensure that First Nations children receive the products, services and supports they need, when they need them. It is based on the premise of substantive equality, providing culturally appropriate services and safeguarding the best interests of the child. In this unique role, the Jordan's Principle Service Coordinator Support Worker will work alongside the Service Coordinator to support the increase of group request applications by performing logistic and administrative tasks associated with preparation and implementation. CORE DUTIES:

- Provide service to children eligible for Jordan's Principle support and who are on the Jordan's Principle Service Coordinator's case load
- Primary focus on supporting Service Coordinator with overall group request process
- Support Service Coordinators to prepare and submit a minimum of 10 group requests per fiscal year by completing logistic and administrative tasks such as:
 - Intake, scheduling meetings with letter writers, parents and professionals
 - Arranging service provider travel
 - Arranging space for service delivery
 - Coordinating with finance team to pay service providers or reimburse recipients as per the terms of the approved group request
 - Prepare DCI reports including explanation of unexpended funds and unexpended funding plans
- Support the Service Coordinator with administration for client intake
- Support Service Coordinator with administrative portion of service navigation to federal, provincial and community supports outside of Jordan's Principle (application forms, setting up appointments, coordination with clients etc.)
- Attend Bi-annual check in meetings with Service Coordination team at manager's discretion
- Track activities undertaken per family and provide activity tracker to

Indigenous Services Canada (ISC) annually or upon request • Life skills education for families with children eligible for Jordan's Principle • Wrap around supports to access services such as transportation, scheduling COMPENSATION AND BENEFITS: • 35 hours per week • \$26 - \$28 per hour • Extended medical and dental after successful completion of six months probationary period

Qualifications & Experience:

- Post secondary education in social services, child and youth care, human services, business administration, or a related field, or an equivalent combination of education and relevant experience
- Minimum two years of experience providing administrative, coordination, or program support in a social service, health, or community-based organization
- Demonstrated knowledge of Jordan's Principle
- Knowledge and understanding of First Nations culture (Indigenous ways of knowing and being) and the impact of colonization on Indigenous children, families and communities
- Proven ability to support funding and service requests, including intake, documentation, scheduling, and follow up activities
- Strong organizational and time management skills, with the ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Experience coordinating service delivery logistics, including meetings, travel arrangements, and space bookings
- Ability to work collaboratively with finance teams to support payments, reimbursements, and financial tracking in accordance with approved funding terms
- Experience preparing reports and maintaining accurate records, including activity tracking and explanations of unexpended funds
- Strong administrative and documentation skills, with a high level of attention to detail and accuracy
- Demonstrated ability to support service navigation to federal, provincial, and community-based programs, including completing application forms and coordinating appointments
- Excellent interpersonal, written, and verbal communication skills, with the ability to work respectfully and effectively with families, professionals, and community partners
- Demonstrated understanding of confidentiality, privacy, and ethical practice when working with sensitive information
- Demonstration of clear professional boundaries
- Proficiency in Microsoft Office 365 and electronic record or case management systems
- Ability to work independently and collaboratively as part of a multidisciplinary team
- Willingness and ability to attend team meetings and participate in organizational planning and reporting activities as required
- Applicant must have own vehicle, a valid driver's licence and submit a driver's abstract
- Applicant must successfully undergo a vulnerable sector criminal record check
