



**Attawapiskat
First Nation**

**Kashechewan
First Nation**

**Fort Albany
First Nation**

**Moose Cree
First Nation**

**Taykwa
Tagamou
Nation**

**Chapleau Cree
First Nation**

**Missanabie
Cree
First Nation**

MUSHKEGOWUK COUNCIL

Mushkegowuk Council is dedicated to providing quality equitable and accessible support and advisory services to respond to and meet the social, economic, cultural, educational, spiritual, and political needs of first nations, thereby improving the quality of life of our people

EMPLOYMENT OPPORTUNITY

POSITION: Coordinated Services Planning Coordinator
DEPARTMENT: Health
COMPETITION #: 2025-016
LOCATION: Moose Factory
TERM: Full-Time
CLOSING DATE: June 3, 2025 at 4:00pm EST

POSITION SUMMARY

Under the direction of the Family Services Manager, the Coordinated Services Planning (CSP) Coordinator will develop a clear process for being referred to coordinated services planning. The CSP Coordinator will be responsible for developing a coordinated service plan that considers all the client’s goals, strengths, and needs. The CSP Coordinator will lead the development of the coordinated service plan, working in collaboration with families and services providers in various sectors, programs, and services.

REQUIREMENTS

- Post secondary education, preferably BSW or B. ED degree
- Demonstrated experience in working with families with special needs
- Work experience in the social work or education field
- Knowledge of current best practices and resources
- Demonstrated ability to coordinate services, gatherings professional development, and facilitating effective presentations
- Ability to travel and from work in the Mushkegowuk communities and schools
- Strong leadership, time management and problem-solving skills
- Fluency in Cree is an asset
- Class G Driver’s Licence is an asset
- Initiative and discretion are required in responding tactfully and diplomatically to inquiries received
- Initiative is required in effectively and efficiently completing assigned tasks
- Must have a CPIC with vulnerable sector

WHY JOIN OUR TEAM

Mushkegowuk Council offers a competitive compensation package, as well as a cohesive work environment and opportunities for development.

- ✓ Health and Dental Benefits
- ✓ Employee and Family Assistance Program
- ✓ Matched Pension Contributions
- ✓ Generous Vacation and Leave Entitlements

ADDITIONAL INFORMATION

Full vaccination against COVID-19 is mandatory for this position and operation (the Council will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human right protected ground).

HOW TO JOIN OUR TEAM

SUBMIT RESUME AND THREE (3) RECENT WORK REFERENCES with their phone numbers and e-mail addresses, quoting **Competition #2025-016** no later than **4:00 PM on June 3, 2025** to:

Human Resources Department
MUSHKEGOWUK COUNCIL
PO Box 370
Moose Factory, ON P0L 1W0

Resumes can be emailed to: job@mushkegowuk.ca or faxed to 705-658-2293

We thank all applicants for their interest, however only selected candidates will be contacted for an interview. If you have any accessibility or special requirements, please let us know and we will do our utmost to accommodate, in accordance with applicable legislation.

May 20, 2025