Saugeen First Nation #29

EMPLOYMENT OPPORTUNTIY

Saugeen First Nation is dedicated to providing responsive, community-driven services that support the health, education, economic development, governance, infrastructure, and overall quality of life of our members. We value integrity, respect, collaboration, accountability, and a commitment to continuous learning.

Joining our team means becoming part of a workplace that values Indigenous knowledge, promotes cultural safety and inclusion, and is committed to empowering our community and supporting the next generation of leaders. We welcome individuals who are passionate about making a positive difference and who share our commitment to serving the community with respect, compassion, and excellence.

Position Title: Health Support Fund Coordinator **Rate of Pay:** $25.61 / hr

Type of Position: 1-year contract part-time, 28 hours weekly

Summary of the Position

The Health Support Fund Coordinator (HFS)reports to the Director of Health and Wellness. The HSF manages applicant intakes and assists all Saugeen First Nation #29 Band Members with navigating the processes for resources and services for those individuals' requiring assistance during emergent medical and disaster situations or crises.

The HSF ensures compliance with the financial assistance guidelines, needs assessments, and assisting in coordinating funds, applications, and acting as a liaison for the applicant and service providers.

This position plays a critical role in supporting Band Members navigating complex crises and medical circumstances.

Employment Requirements:
Education and Lived Experience

- A post-secondary Diploma or Degree in Social Work, Social Services, Emergency Management, or a related human services discipline.
  OR;
- Minimum of 2 years of experience working within social services, crisis intervention, or community-based program administration.
- Demonstrated experience managing client intake pipelines, conducting objective needs assessments, and processing financial applications or fund distributions.

Qualifications

- Comprehensive understanding of the social issues, history, and demographics impacting Saugeen First Nation Band Members.
- Ability to remain calm, empathetic, and professional while de-escalating volatile or highly stressful situations with members in crisis.
- Strong documentation, data tracking, and computer skills, specifically in managing secure databases and financial reporting spreadsheets
- Proven ability to manage, store, and transmit highly sensitive medical histories, crisis reports, and personal financial information in strict accordance with Saugeen First Nation Band Administration protocols and provincial privacy laws (e.g., PHIPA).
- Demonstrated history of maintaining absolute confidentiality regarding candidate identities and case files, ensuring community trust and protecting families from undue exposure during vulnerable moments.
- Ability to deliver steady, warm, and deeply empathetic reception to Band Members navigating intense, volatile, or distressing life events without passing judgment.

- Exceptional capability to listen deeply to applicant needs, validating their immediate feelings while effectively gathering the critical administrative details required to process their funding applications.
- Solid understanding of how historical, systemic, and intergenerational trauma affects community members, applying this knowledge to create a physically and emotionally safe intake environment.
- Skilled in identifying trauma responses or stress-induced behaviors during applicant intakes, utilizing gentle de-escalation techniques that respect client autonomy and prioritize their dignity throughout the navigation process.

Conditions of Employment:
Must be willing to obtain prior to employment

- Must provide a satisfactory vulnerable sector check as a condition of employment
- First Nation Mental Health First Aid certificate

Selection Criteria

Saugeen First Nation is committed to providing employment opportunities that support the growth, development, and participation of Indigenous peoples within our community. In accordance with our employment practices and community priorities, preference will be given to qualified candidates in the following order:

1. **Saugeen First Nation Members (Status Members)**
2. **Indigenous, Metis, Inuit**
3. **Non-Indigenous People**

All applicants must meet the required qualifications, skills, experience, and suitability requirements outlined in the job posting. Saugeen First Nation is committed to fair, respectful, and culturally appropriate hiring practices that support the advancement of community members and Indigenous employment opportunities.

Employment Equity Statement

Saugeen First Nation is committed to fostering a respectful, inclusive, and equitable workplace that recognizes and values the diversity of our community, citizens, and employees. We strive to create an environment where all individuals are treated with dignity and respect and have equitable opportunities to participate, contribute, and succeed.

We welcome applications from qualified candidates of all backgrounds, including women, Indigenous peoples, persons with disabilities, members of 2SLGBTQIA+ communities. Saugeen First Nation recognizes that diverse perspectives, experiences, and knowledge strengthen our workplace and enhance the services we provide to our community.

Saugeen First Nation is committed to providing accommodations throughout the recruitment and selection process. Applicants requiring accommodation are encouraged to identify their needs so appropriate arrangements can be made.

To Apply:

Please send your Cover Letter and Resume to:
Tiffany Dedo, HR Manager at tiffany.dedo@saugeen.org
OR drop your Cover Letter and Resume off at the SFN Band Office at:
6 Cameron Dr., Southampton, ON N0H 2L0

Subject Line: Health Fund Support Coordinator
Deadline To Apply: Friday October 30th, 2026 at 4:00p.m.