



# Northwest Child Development Centre

*Working together with families, collaborating with communities, strengthening the region*

**Jordan's Principle Coordinator II Based  
in Hazelton, Smithers or Houston**

**Compensation: \$35.40 - \$43.07 per hour**

This is a temporary, part-time position (20 hrs/week) for a leave coverage to start May 4, 2026 until December 31, 2026.

**Job Summary:**

The Service Coordinator II is the primary point of contact for families accessing Jordan's Principle services. This role focuses on building relationships with children and families, supporting them through the application process, and connecting them to services that meet their needs.

Working as part of a collaborative team, the Service Coordinator II is responsible for managing their own caseload, completing applications, and navigating services while accessing consultation and support from the Jordan's Principle Service Coordinator I as needed.

This position is for the Hazeltons and Bulkley Valley and would be based in one of the following communities: Hazelton, Smithers or Houston. This position provides outreach to the communities within the region of the Upper Skeena, Hazeltons, and Bulkley Valley.

**Qualifications:**

- Minimum Bachelor's Degree in Social Work, Health, or a Bachelor's degree in a related field
- Experience working with First Nations children, families, and communities
- Understanding of the social, health, and education systems impacting Indigenous families
- Ability to build trusting, respectful, and culturally grounded relationships with families
- Strong communication and interpersonal skills
- Ability to work in a trauma-informed, strengths-based, and relational manner
- Strong organizational and time management skills to support caseload management
- Ability to navigate systems, complete applications, and coordinate services
- Willingness to seek consultation and collaborate within a team environment
- Ability to work independently as well as work collaboratively with our team and community service teams.

**Please apply by closing date: April 14, 2026 @ 4:00PM**

**to Kerri Bassett, Executive Director at**

**[hr@nwcddc.ca](mailto:hr@nwcddc.ca)**

**Regional Office- Smithers:** 1471 Columbia Drive, P.O. Box 995, Smithers, B.C., V0J 2N0 Phone: (250) 847-4122 Fax (778) 648-2032 Toll-Free 1-855-947-4122

**Burns Lake Location:** 270 9<sup>th</sup> Ave, PO Box 1146, Burns Lake, B.C., V0J 1E0 Phone: (250) 692-4201 Fax (778) 648-2032

**Hazelton Location:** 2520 Hwy 62, Hazelton, B.C., V0J 1Y1 Phone: (250) 842-5044 Fax (778) 648-2032

**Vanderhoof Location:** 183 Columbia Street E, PO Box 1679, Vanderhoof, B.C., V0J 3A0 Phone: (250) 567-2911 Fax (778) 648-2032

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