

VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation



HUMAN RESOURCES DEPARTMENT

P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

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EMPLOYMENT OPPORTUNITY HOME & COMMUNITY CARE COORDINATOR OLD CROW YT

The Job: Reporting to the Manager of Health, this position provides oversight and administration for the Elders and Persons with Disabilities programming in the community, including home support, Elder wood program, meals on wheels program, administrative tasks for the programs, and providing office support services when incumbent is away. This position supervises the Home Support workers.

Qualifications: Grade 10 or equivalency; relevant work experience and training including knowledge of basic bookkeeping and records management. Knowledge of Elder care and assisted living methods. Ability to plan and organize programs and supervise staff. Computer skills including MS Word and Excel. Ability to communicate using the Gwitchin language would be an asset.

Conditions of Employment: Criminal and vulnerable sector records check; pre-employment medical/TB screening; First Aid/ CPR certification or willingness to obtain; mandatory confidentiality is required; willing to work flexible hours including evenings and weekends; class 5 driver's license is an asset.

Salary: \$70,606 - \$84,720 includes remoteness allowance of \$8,200
\$41.78 - \$50.13 hourly

Status: Fulltime (65 hours biweekly)

Posting Date: July 23, 2021

Closing Date: August 06, 2021

Please submit a cover letter and resume to:

Crystal Linklater
Human Resources Manager
Vuntut Gwitchin Government
Box 94, Old Crow, YT Y0B 1N0
Email: jobs@vgfn.net

While qualified VGFN citizens will be given preference, all interested and qualified individuals are encouraged to apply.