



VUNTUT GWITCHIN Government

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT

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

Phone: (867)966-3261
Fax: (867)966-3800
Email: jobs@vgfn.net

EMPLOYMENT OPPORTUNITY

HOME AND COMMUNITY CARE COORDINATOR

Position is available only to Residents of Old Crow
The position is Full Time

The Job: Reporting to the Manager, Health Programs, this position provides oversight and administration for the elders and Persons with Disability programming in the community, including but not limited to home support and meals on wheels program. This position supervises the home support workers.

Condition of Employment:

Criminal & Vulnerable Sector Records Checks/Pre-employment medical/TB screening
First Aid/CPR certification or willingness to obtain
Mandatory Confidentiality is required
Willing to work flex hours, evenings and weekends
Class 5 driver's license an asset
Proof of covid vaccine

The ideal candidate will have the following combination of education, experience, and knowledge:

Grade 10 or equivalency with relevant work experience and training including knowledge of basic book keeping and records management, as well as elder care and assisted living methods. Computer skills, including MS Word and Excel
Ability to plan and organize programs, and supervise staff
Ability to communicate using the Gwitchin language would be an asset

Priority consideration will be given to citizens of the Vuntut Gwitchin First Nation.

Closing Date: January 7, 2022 @ 4:00 p.m. or until filled

Please submit a cover letter and resume (one document) to :

Human Resources Department
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Box 94, Old Crow, YT Y0B 1N0
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