



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: hrd@vgfn.net

EMPLOYMENT OPPORTUNITY

Home & Community Care Coordinator

Health & Social Department

Employment Type: Term, Full-time, immediately to June 26, 2020

Level: 6

Salary: \$68,814 to \$82,570 per annum

Location: Old Crow, Yukon

Reporting to the Manager, Health Programs this position provides oversight and administration for the Elders and Persons with Disability programming in the community, including home support, elder wood program and meals on wheels program among others. This position supervises the home support workers.

Education and Experience:

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

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;

VGG Human Resources Policy will apply. We thank all those who apply but only those selected for further consideration will be contacted.

Application deadline: October 3, 2019 at 4pm

Send Applications and/or resumes to:

Human Resource Manager

Vuntut Gwitchin First Nations

Fax: (867) 966-3008

Phone: (867) 966-3261, ext. 256

Email: jobs@vgfn.net

Posted: September 19, 2019