



EMPLOYMENT OPPORTUNITY
Home and Community Care Coordinator

Term to March 31, 2007 – 32.5 hours biweekly (part-time)

Duties:

- As a team member in the Health & Socials Department, you will coordinate a variety of programs and services such as Adult Care, Elder Heating Fuel, Elder's Teas, Community Lunches, and the community care van. You will also provide office support services for the department with reception and clerk duties.

An applicant who may not have all the qualifications, but has potential for learning on the job may be considered for a training position.

Qualifications:

- Minimum grade 10 or equivalency, or relevant work experience and training
- Ability to use the computer for creating documents using MS Word and for emailing
- Ability to multi task in a busy office
- Ability to prepare and follow a budget
- Familiarity with elders
- Ability to assume responsibility, prioritize tasks and meet deadlines
- Ability to serve the public, clients and business associates with a positive helpful attitude and maintain a professional manner.

A detailed job description is available.

Salary: \$807.63 bi-weekly

Closing Date: Until position is filled

Please submit resumes to:

Susan Drury
Acting Director, Human Resources
Vuntut Gwitchin First Nation
Box 94, Old Crow, YT Y0B 1N0
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