



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 AND COMMUNITY CARE COORDINATOR

Duties:

- As a team member with the Health, Social & Recreation Department, you will coordinate a variety of programs and services, such as; Elder's home-care, Elder's tea, Community Lunches, and supervising the community care van.

An applicant who may not have all the qualifications, but has potential for learning on the job may be considered for the 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
 - 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.
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*** THIS POSITION IS CURRENTLY ONLY POSTED IN OLD CROW ***

SALARY: \$35.22 hourly starting wage

CLOSING DATE: August 27, 2014 4PM

Please submit resumes to:

Brenda Frost
Manager, Human Resources
Box 94, Old Crow, YT Y0B 1N0
Ph: (867) 966-3261 ext. 256
Fax: (867) 966-3800
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Posting Date: August 13, 2014