



Re-posting Jan. 9/07

EMPLOYMENT OPPORTUNITY

Home and Community Care Coordinator

One year term with possibility of extension

Duties:

- As a team member in the Health & Socials Department, you will coordinate a variety of programs and services such as Adult Home Care, Elder's Teas, Community Lunches, and 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 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
- 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: \$24.85 per hour with benefits; 65 hours bi-weekly; some evening and weekend work required

Closing Date: Until position is filled

Please submit resumes to:

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Acting Director, Human Resources
Vuntut Gwitchin First Nation
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