



**VUNTUT GWITCHIN FIRST NATION**  
**Old Crow, Yukon**  
**HUMAN RESOURCES DEPARTMENT**

**EMPLOYMENT OPPORTUNITY**  
**HOME & COMMUNITY CARE COORDINATOR**

**The Job:**

The Health & Social Programs Department is looking to hire a skilled and dedicated worker to fill the Home & Community Care Coordinator position. You will coordinate a team of adult care workers to deliver programs and support services to our elderly & disabled clientele. If you enjoy taking initiative, being creative, and are comfortable working with minimal supervision, this position could be for you.

**The Candidate:**

Minimum grade 10 or equivalency, or relevant work experience and training; Ability to use the computer for creating documents using MS Word and Outlook for emailing; Knowledge of assisted living methods and elder care; 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; Valid Class 5 Driver's Licence is an asset; Successful candidate will require a mandatory criminal record check and maintain a substance free lifestyle.

**Pay Range: \$55,876 - \$67,052 per annum plus an excellent benefit package**

This is a full-time term position based on 32.5 hours per week. (6.5-hour workday 9:00 a.m. to 12:00 p.m. & 1:00 to 4:30 p.m)

A detailed job description is available at: <http://www.vgfn.ca/employment>

**Closing Date:** August 17<sup>th</sup>, 2011 @ 4:00 p.m. We thank all applicants but only shortlisted candidates will be contacted.

Please submit resumes that include job experience related to position to:

Cheryl Charlie  
Manager - Human Resources  
Vuntut Gwitchin First Nation  
Box 94, Old Crow, YT Y0B 1N0  
Phone: (867)966-3261, ext. 258  
Fax: (867)966-3800  
Email: [hrd@vgfn.net](mailto:hrd@vgfn.net)

While qualified VGFN citizens will be give preference, all interested and qualified individuals are encouraged to apply.