



PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

www.CTFN.ca

Employment Opportunity



Job Title:	#25- Family Council Coordinator
Department:	Health and Wellness
Status:	Permanent, Full-Time
Salary:	C/TFN Wage Scale Level 9 (\$36.30-\$43.63p/hr)
Closing Date:	July 4 th , 2025

This posting is to fill one (1) permanent full-time position. This is a two-week posting and will be closing July 4th, 2025. Candidates are encouraged not to delay submitting their application. Resumes will be regularly screened until the position is closed.

We encourage all qualified candidates to apply. However, preference will be given to C/TFN Citizens, associate members and Indigenous Candidates.

Carcross/Tagish Mission Statement

The Carcross/Tagish First Nation is mandated to protect the environment, health and wellness, education and aboriginal rights of our citizens; to continue to preserve and protect our culture, traditions, and languages; to protect and develop our natural resources

and strengthen our economy and the Carcross/Tagish First Nation Government for our future generations.

Your Role

This position will be responsible for integrating the four elements of the Values and Virtues of Life (mental, emotional, spiritual, and physical) into the Family Council Coordinator services. The Family Council Coordinator will ensure that these services reflect life's four stages- child, youth, adult, and elder. Must be willing to change with the ongoing evolution of C/TFN circle governance and serve as a role model for a healthy lifestyle.

Your Benefits

We are pleased to offer a comprehensive package that includes competitive salaries, and ample job opportunities for professional growth. In addition, we provide a gas stipend for those who live more than 25kms from Carcross, and contributions to RRSP's, ensuring that you are supported both professionally and personally.

Duties and Responsibilities

The Family Council Coordinator is responsible for representing C/TFN children and families by:

- Participating in the Child and Family Services Act (CFSA) Steering Committee to provide information and advice on options leading to the amendment of the CFSA.
- Regular attendance and participation at Family Council Meetings; prepare agenda, type minutes, book room, notify members, follow up with items identified, etc.
- Facilitating case scenarios;
- Researching and developing intake processes and forms;
- Developing Wellness Plan templates;
- Assist in implementing of the Family Act;
- Other related duties as assigned by the Director;

The Family Council Coordinator will be available to support Family Council with their consultation with community partners and collaborators.

Essential Qualifications

Please submit your resume, clearly highlighting how you meet the essential qualifications outlined in below. Candidates who are selected for further consideration will be based solely on the information provided in your resume.

- Bachelor in social work, or related is an asset;
- Strong knowledge of the Child welfare system and processes;
- Strong computer skills (MS Suite & Outlook)

Desired, Knowledge, Skills, and Suitability

- The ability to work and communicate with C/TFN Family Council as well as various agencies and entities with regard to eligibility, referrals and participant's flow process and resources;
- Interpret and provide Family Council process information, traditional virtues and values and resources to Carcross/Tagish First Nations and community partners.
- Support provision of factual information collection, sharing and the coordination of information and resources in a timely manner;
- Consider and establish the cultural needs in providing necessary support;
- Establish and maintain strong yet sensitive community and linkages to be able to meet the needs of targeted population;
- Collect, enter, review and maintain a database relating to Family Council;
- Participate in the evaluation processes of the program;
- Maintain current and historical records of Family Council;
- Assist with communicating the purpose of the Family Council program i.e. training, workshops and posters as needed.

Conditions of Employment

- Proof of education (if applicable)
- RCMP vulnerable sector check
- Valid Class 5 drivers licence

Please note: Relocation will not be provided with this position.

Please submit your resume with the competition name and number to erica.couch@ctfn.ca before July 4th, 2025.