



EMPLOYMENT OPPORTUNITY

JOB TITLE: Temporary Family Support Coordinator

CLOSING DATE: February 9, 2017

DEPARTMENT: Health & Wellness

STATUS: Permanent Full-time

SALARY: C/TFN Wage Scale Level 7-9 depending on experience/knowledge

JOB SUMMARY

Under the direct supervision of the Wellness Director, the Temporary Family Support Coordinator will be responsible for ensuring C/TFN Temporary Financial Assistance (TFA) policies procedures and standards are met while working with clients to develop meaningful and achievable case plans. The person must be able to interpret and explain legislation and policies, manage electronic and paper data, and perform regular data entry and reporting, while integrating the four elements of the Values and Virtues of Life (mental, emotional, spiritual and physical) into program services. The person in the position must be willing to change with the ongoing evolution of C/TFN circle of governance. Excellent communication and people skills, an understanding and sensitivity to the needs of client, and the ability to deal with sensitive confidential and sometimes difficult situations is critical. High stress may be encountered in dealing with the diverse clientele we serve.

QUALIFICATIONS

- Grade 12 or equivalent in the related field
- Formal education in conflict resolution, financial management and health programs is an asset
- Excellent communication skills both verbal and written
- Ability to use a computer and being familiar with the various programs
- Excellent skills in legal documentation
- Past experience is an asset for providing assistance to those in need
- Data entry experience (TFA data entry an asset)
- Budget and decision document preparation
- Ability to understand and apply the TFA policy

CONDITION OF EMPLOYMENT

- Valid Class 5 Yukon Driver's License
- To submit to a Criminal Record Check and Vulnerable Sector Check
- To function in a potentially stressful environment
- Willingness to work flexible hours and occasionally drive in dangerous road conditions
- May interact with individuals with substantially different values, beliefs, experience, and training

No compensation will be given for moving costs and must be eligible to work in Canada.

We thank all those who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Carcross/Tagish First Nation citizens on all competitions for C/TFN.

Candidates applications/resumes should clearly demonstrate their related qualifications since selection for further consideration will be based on the information provided. Job descriptions are available from the C/TFN Human Resource Department.

APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.

Please apply to:

Carcross/Tagish First Nation

Finance & HR Department

Box 130, Carcross, Yukon Y0B 1B0

Phone: (867) 821-4251 Ext. 8269 Fax: (867) 821-3903

Email: humanresources@ctfn.ca