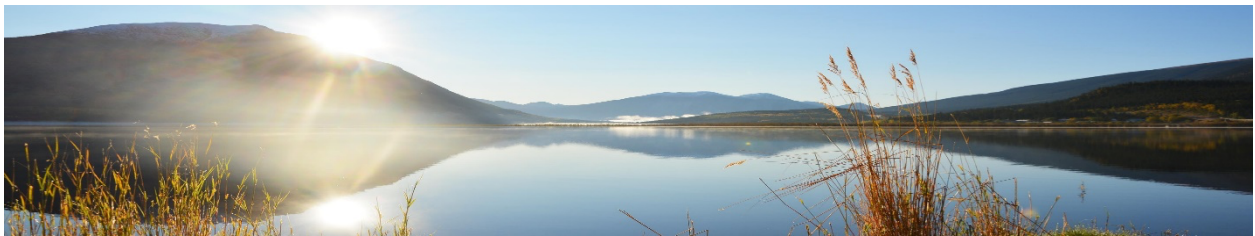




PO Box 130. Carcross, Yukon Y0B 1B0
(867) 821-4251
www.CTFN.ca

Employment Opportunity



Job Title: #25- 215 Wellness Support Manager

Department: Health and Wellness

Status: Permanent, Full-Time

Salary: C/TFN Wage Scale Level 11 increment 3 (\$44.27p/hr)

Closing Date: January 12th, 2026

This posting is to fill one (1) permanent full-time position. This posting and will be closing January 12th, 2026. 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

Reporting to the Director, Health and Wellness, the Wellness Support Manager ensures the efficient and effective delivery of health and wellness services to clients. This position will be responsible for supervising multiple positions in the Health and Wellness department, and providing staff with regular ongoing feedback related to outcomes. Additionally, the Manager will actively participate in project/program development and implementation, including policy development and implementation; participate in meetings/conferences/case conferences/training; Complete reporting to funders; and make decisions, in the absence of a director.

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

- Supports the strategic operational plans for Health and Wellness including both short and long term goals, objectives, policy, procedures and guidelines to support C/TFN goals and vision
- Participate in the preparation of the department budget and administering the approved budget within established parameters
- Provide staff with regular and ongoing feedback related to outcomes, professional and person-centered development; dedicate supervision time each week/month to meet and discuss,
- Provide formal feedback in the form of probationary and annual performance appraisals
- Assist in development of land-based programming related to building family capacity, awareness of the family council meetings on behalf of the Health and Wellness department,
- Development and implementation of policy and procedures
- Maintain and sustain related reports, budgets and contracts.
- Assist in development and management of other health and wellness programs
- During director absence, provide acting duties
- Provide coverage for the Family Manager
- Other related duties as required.

Essential Qualifications

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

- Post-Secondary degree in social work, social sciences, human services, or related or a health discipline related diploma, and 2-3 years' applicable experience
- 1-3 years experience in a supervisory role

Desired Knowledge, Skills, and Suitability

- Excellent interpersonal communication skills including oral, written and presentation
- Ability to carry out reporting and evaluation as required to sustain the program
- Experience evaluating and assessing programs
- Ability to develop policies and procedures pertaining to the Family Council other Health and Wellness programs
- Knowledge of Carcross/Tagish First Nation history, culture, traditional territory, and demographics
- Ability to work respectfully with others in a cross-cultural environment.
- Experience in administrative program transfers or program service transfer agreements
- Excellent interpersonal communication skills including oral, written and presentation
- Completion of Peacemaking circle training is encouraged and will be considered an asset

Conditions of Employment

- RCMP Criminal Record with a vulnerable sector check
- Verification of Education (if applicable)
- Valid Class 5 driver's license

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

Please submit your resume with the competition number and title in the subject line to erica.couch@ctfn.ca