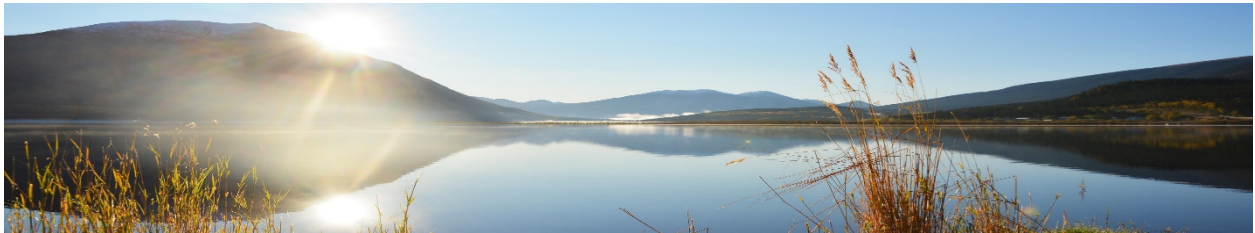




PO Box 130. Carcross, Yukon Y0B 1B0
(867) 821-4251
www.CTFN.ca

Employment Opportunity



Job Title:	#25- 214 TFA Intake Coordinator
Department:	Health and Wellness
Status:	Permanent, Full-Time
Salary:	C/TFN Wage Scale Level 7-9 (\$31.82-\$43.63/hr)
Closing Date:	January 10 th , 2026.

This posting is to fill one (1) permanent full-time position. This competition will be closing January 10th, 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 First Nation 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 to 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 Manager of Health and Wellness, the TFA Intake Coordinator works in a busy client service environment where they assist C/TFN Citizens seeking temporary financial assistance. In accordance with Temporary Financial Assistance policy, the TFA Intake Coordinator determines eligibility for services and submits budget and decision documents to the TFA Coordinator in Finance. In working directly with the participants, recommend supports and resources to clients and families, and assist them to be independent from financial assistance as a long-term goal.

Your Benefits

We are pleased to offer a comprehensive benefits 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

- Meet with participants on a monthly basis to complete their intake and ensure clients qualify for assistance under the TFA policy;
- Ensure all information and documentation (including participants supporting documentation) is complete and on file following standards for audit purposes;
- Collaborating with Department of Capacity on Case Management and supporting Temporary Employment Initiatives;
- Work with clients to complete case plans that are meaningful and pertain to their values, virtues and goals, of independence from Financial assistance;
- Work closely with department of finance to ensure participant eligibility;
- Data entry on the TFA computer system;
- Assist citizens with employment insurance applications, disability applications and arranging for income tax, as required;
- Develop and implement training and information sessions (e.g. income tax sessions).

Essential Qualifications

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

- Grade 12 or equivalent
- Training in conflict resolution, financial management and health programs is an asset;
- One (1) or more years of experience delivering customer service

Desired Knowledge, Skills, and Suitability

- Training in conflict resolution, financial management and health programs is an asset;
- Strong oral, written, and interpersonal communication skills;
- Previous interviewing and assessment skills are considered assets;
- Strong computer and clerical skills;
- Ability to handle and prioritize a variety of tasks;
- Knowledge of all available resources in the surrounding community;
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion;
- Organized, proficient in time management and able to adjust priorities when needed.

Conditions of Employment

- Conflict resolution training/financial management training certification (if applicable)
- RCMP Criminal record check

Please note: there are no relocation costs associated with this position.

Please submit your application by email to erica.couch@ctfn.ca with the competition number and name in the subject line before 11:59pm on the closing date.