



## CARCROSS TAGISH FIRST NATION

PO Box 130, Carcross, Yukon Y0B 1B0  
(867) 821-4251  
[www.CTFN.ca](http://www.CTFN.ca)

### Employment Opportunity



**Job Title:** Temporary Financial Assistant Worker  
**Department:** Health & Wellness  
**Status:** Auxiliary On-Call  
**Salary:** \$29.32 - \$40.20 / Per Hour

**Closing Date:** Until Filled

#### JOB SUMMARY

- Under the direct supervision of the Director of the Health & Wellness. The Temporary Financial Assistant Worker (TFA) will be responsible for integrating the four elements of the Values & Virtues of Life (mental, emotional, spiritual, and physical) into these programs. The person in the position must be willing to change with the ongoing evolution of C/TFN circle of governance.

**QUALIFICATIONS** (*Candidate application/resumes should clearly demonstrate their related qualifications as selection for further consideration will be based on the information provided*)

- Grade 12 or equivalent
- Formal education in conflict resolution, financial management and health programs is an asset
- Excellent communication skills
- 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
- Willingness to work flexible hours

#### CONDITIONS OF EMPLOYMENT

- Personally responsible for getting to and from work on time
- Occasionally drive in dangerous road conditions
- Valid class 5 driver's license
- Criminal Record Check – Vulnerable Sector Check

We encourage all qualified applicants to apply however preference will be given to Carcross/Tagish First Nation citizens on all competitions for C/TFN.

We thank all those who apply and advise that only those selected for further consideration will be contacted.

#### Please Note:

- No compensation will be given for moving costs and applicants must be eligible to work in Canada.
- Job descriptions are available from C/TFN Human Resource Department
- An eligibility list will be established from this competition for similar positions within C/TFN

**PLEASE QUOTE THE COMPETITION TITLE ON YOUR APPLICATION WHEN APPLYING.  
APPLICATIONS/RESUMES MUST BE RECEIVED BY 11:59PM ON THE CLOSING DATE.**

Apply to:  
Carcross/Tagish First Nation  
Human Resources Department  
Box 130, Carcross, Yukon Y0B 1B0  
Phone: (867) 821-4251 Ext 8269  
Email: [HumanResources@CTFN.ca](mailto:HumanResources@CTFN.ca)