



## CARCROSS TAGISH FIRST NATION

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[www.CTFN.ca](http://www.CTFN.ca)

# Employment Opportunity



<b>Job Title:</b>	<b>#24-017 Haandei-I-Jin (HIJ) Pathways Coordinator</b>
<b>Department:</b>	Health and Wellness
<b>Status:</b>	Permanent Full-Time OR Part-Time
<b>Salary:</b>	C/TFN Wage Scale Level 9-11 (\$36.30 – \$49.83/hr)
<b>Closing Date:</b>	Until Filled

### **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 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.

### **JOB SUMMARY**

Reporting to the Family Manager, the HIJ Pathways Coordinator works in a busy client service environment where they assist C/TFN Citizens seeking temporary financial assistance. In accordance with Haandei-I-Jin policy, the HIJ Pathways Coordinator works with the HIJ Intake Coordinator to determine eligibility for services and provides coverage. In working directly with the participants, provides one-on-one supports and resources to clients and families, and assist them to be independent from financial assistance program as a long term-goal.

### **DUTIES AND RESPONSIBILITIES**

- Works within a holistic case management approach to implement Pathways planning utilizing a Circle of Care philosophy to assess, analyze and evaluate participant needs (physical, emotional, spiritual, mental, social, education, employment and other.)
- Meets with participants on a monthly basis to complete their intake and ensure clients qualify for assistance under the TFA (Temporary Financial Assistance) policy.
- Ensure all information and documentation is complete and on file following standards for auditing purposes.
- Collaborating with the Department of Capacity Development 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, with the long-term goal of independence from Financial Assistance.
- Work closely with the 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**

- Grade 12 diploma or equivalent.
- Strong oral, written and interpersonal skills.
- One (1) or more years of experience delivering customer service.
- Strong computer and clerical skills.

## **DESIRED KNOWLEDGE, SKILLS & SUITABILITY**

- Post-secondary education (conflict resolution, health programs, social work) will be considered an asset.
- Training in conflict resolution, financial management and health programs is an asset.
- Strong oral, written and interpersonal skills.
- One (1) or more years of delivering customer service.
- Previous interviewing and assessment skills are considered assets.
- Ability to handle and prioritize a variety of tasks.
- Knowledge of available resources in the surrounding community.
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion.
- Able to navigate difficult conversations.

## **CONDITIONS OF EMPLOYMENT**

- Verification of Grade 12 diploma.
- Criminal Record Check with Vulnerable Sector Check
- Class 5 Driver's License
- Current Driver's Abstract
- Willingness to work extended hours.
- Willingness to travel both in and outside of Yukon.

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**We encourage all qualified candidates to apply however preference will be given to C/TFN Citizens, associate members and indigenous candidates.**

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

**Please Note:**

- No relocation costs are associated with the position.
- **PLEASE QUOTE THE COMPETITION NUMBER & TITLE ON YOUR APPLICATION WHEN APPLYING.**

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

Apply to: [humanresources@CTFN.ca](mailto:humanresources@CTFN.ca)