



CARCROSS TAGISH FIRST NATION

PO Box 130. Carcross, Yukon Y0B 1B0
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www.CTFN.ca

Employment Opportunity



Job Title: #24-018 Intake Coordinator, TFA (Temporary Financial Assistance)
Department: Health and Wellness
Status: Casual Term
Start Date: ASAP
End date: 13 weeks from date of hire
Salary: C/TFN Wage Scale Level 7-9 (\$31.82 - \$43.63/hr)
Closing Date: 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 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.

DUTIES AND RESPONSIBILITIES

- 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) is an asset.
- Training in conflict resolution, financial management and health programs is an asset.
- Previous interviewing and assessment skills are an asset.
- 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.
- Organized and proficient in time management & able to adjust priorities when needed.

CONDITIONS OF EMPLOYMENT

- N/A
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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