



## CARCROSS TAGISH FIRST NATION

PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

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

# Employment Opportunity



<b>Job Title:</b>	<b>#24-033 Director of Health and Wellness</b>
<b>Department:</b>	Health and Wellness
<b>Status:</b>	Permanent Full-Time
<b>Salary:</b>	C/TFN Wage Scale Level 16 (\$58.05 - \$69.77)
<b>Closing Date:</b>	Open 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 Executive Director and Executive Council, the Director of Health and Wellness is responsible for providing leadership and mentorship to develop culturally relevant, and safe community health and wellness programs and services that will meet the health needs of the community. This includes integrating the four elements of the Values and Virtues of Life (mental, emotional, spiritual, and physical) into the development and delivery of wellness programs and services for the Carcross/Tagish First Nation.

### **DUTIES AND RESPONSIBILITIES**

- Provide leadership and direction to planning, organizing, implementing, maintaining, and evaluating health and wellness programs and services, incorporating input from community and other health system professionals.
- Proactively build and nurture collaborative and respectful working relationships with other First Nations, health and wellness partners, and government agencies: utilizing these relationships as an avenue to assist the community to achieve its health and wellness goals and objectives.
- Communicate and coordinate intervention, directly or indirectly, in emergency, trauma and crisis situations.
- Ensure emergency management, preparedness planning and/or pandemic planning are in place.
- Ensure programs and services are in compliance with legislation and organizational policy, processes, and procedures.
- Ensure financial management of programs and services and proactively seek out diverse funding sources.

- Responsible for overseeing the development of policy, procedures and service delivery and management of the Temporary Financial Assistance Program.
- Lead and provide day-to-day supervision of health and wellness staff and contractors. Foster a cooperative and collaborative working environment through team activities and personal leadership, including the management and resolution of conflicts.
- Lead a healthy lifestyle grounded in cultural tradition, engaging in self-care and promoting this to staff and community.
- Oversee the family restoration/case management process as well as justice services and providing direction and input on Collaborative Restorative Justice practices.

## **ESSENTIAL QUALIFICATIONS**

- Bachelor's degree in Health and Human Services, Social Work, Community Development, Psychology, Public Administration, or related field. A Master's Degree in Education or Social Work will be considered an asset.
- Minimum of 5 years in senior level experience in administration with duties that include policy development and program service delivery.

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

- Coursework or training in the areas of crisis intervention, conflict resolution, mediation, restorative justice, cross cultural training, and wellness models for building nations will be considered assets.
- Completion of Peacemaking Circle Training is encouraged and will be considered an asset.
- Knowledge of Carcross/Tagish First Nation history, culture, traditional territory, and demographics.
- Knowledge of the Territorial and Federal judicial system.
- Proven record in leadership, quality improvement, financial management, communication and human resources management.
- Experience in administrative program transfers or Program Service Transfer Agreements.
- Experience supervising employees.
- Excellent interpersonal communication skills including oral, written, and presentation.
- Experience in administrative program transfers or Program Service Transfer Agreements.

## **CONDITIONS OF EMPLOYMENT**

- Verification of Bachelor's degree in Health and Human Services, Social Work, Community Development, Psychology, Public Administration, or related field. Verification of Master's Degree in Education or Social Work (if applicable.)
- Current Criminal Records Check.
- Valid Class 5 Yukon Driver's License.
- Current Driver's Abstract.

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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.**
- A full job description can be found here:  
<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:760c22ae-550b-4cf2-a1b2-8fafd4621d3c>
- **PLEASE QUOTE THE COMPETITION NUMBER & TITLE ON YOUR APPLICATION WHEN APPLYING.**

**OPEN UNTIL FILLED**

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