



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

Employment Opportunity



Job Title:	#26-26 Elders Support Manager
Department:	Health and Wellness
Status:	Term, Full-Time
Salary:	\$46.00-\$48.00/hr
Closing Date:	July 1st, 2026

This posting is to fill one (1) permanent full-time position. This is a two-week posting and will be closing July 1st, 2026. Candidates are encouraged not to delay submitting their application. Resumes will be regularly screened until the posting 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 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 to our future generations.

Your Role

Reporting to the Director, Health and Wellness, the Elder's Outreach and Support Manager is responsible for the overall coordination, supervision, and delivery of Elder-related programming and services for C/TFN. This role provides leadership to frontline Elder support staff, ensures culturally appropriate and responsive programming, and works collaboratively with internal departments and external service providers to support the health, wellbeing, and dignity of Elders. The position includes both supervisory and frontline community-based responsibilities.

Your Benefits

We are pleased to offer a comprehensive 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

Program Leadership and Coordination

- Plan, coordinate, and oversee all Elder programming and services, ensuring alignment with C/TFN values, policies, and priorities.
- Organize and administer the Elder heating supplement, ensuring timely distribution and accurate record-keeping.
- Plan, coordinate, and support cultural, social, and wellness events for Elders Programming.
- Ensure elder policies and related procedures are followed, including supports such as heating fuel, outreach services, and program eligibility
- Monitor emerging needs, trends, and service gaps affecting Elders and recommend program improvements.

Supervision and Team Leadership

- Provide day-to-day supervision, guidance, and support to the Elder's Outreach worker, Home Care Support Workers, and the IRS Resolution Health Support Worker.

- Coordinate work plans, schedules, and priorities for Elder Support Staff.
- Support staff performance through coaching, mentoring, and feedback, and contribute to performance reviews as required.
- Foster a collaborative, respectful, and team-based approach to service delivery.

Client Support and Frontline Outreach

- Provide direct, frontline support to Elders in the community as needed, including outreach, accompaniment, advocacy, and referrals.
- Maintain regular contact with Elders and families, adjusting levels of support based on need and circumstance.
- Assist Elders with navigating services, completing forms, attending appointments, and accessing community and external supports.

Coordination, Partnerships, and External Relations

- Work closely with the Yukon Government Home Care Team, Health Center, First Nation Health, Medical Centre, and other service providers to coordinate care and supports.
- Liaise with external agencies, governments, and organizations to support Elder programming and referrals.
- Work collaboratively with the IRS Resolution Health Support Worker on outreach related to Residential School and other class actions, maintaining up-to-date knowledge of relevant processes and supports.
- Support Elders and families in understanding and accessing class-action-related information and services.

Administration, Documentation, and Reporting

- Ensure accurate and timely documentation of program activities, outreach, and services delivered.
- Oversee statistical tracking and monthly reporting related to Elder programs and services.
- Maintain program files and records in accordance with confidentiality and privacy requirements.
- Provide regular updates and reports to the Wellness Support Manager and Director, Health and Wellness.

Essential Qualifications

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

- Post secondary education in social services, health, Indigenous studies, or a related field. An equivalent combination of education and experience may be considered.
- Several years of experience working with Elders, vulnerable populations, or community-based support programs.
- Previous supervisory or team-lead experience is required.

Desired Knowledge, Skills, and Suitability

- Strong understanding of determinants of health and wellness for Elders.
- Knowledge of C/TFN culture, traditions, values, and community history.
- Ability to integrate cultural knowledge and C/TFN values into programming and service delivery.
- Demonstrated leadership, coaching, and team-building skills.
- Excellent interpersonal, oral, and written communication skills.
- Strong organizational, planning, and time-management abilities.
- Ability to work independently and manage competing priorities.
- Ability to work respectfully and effectively in a cross-cultural environment.
- Ability to deal with sensitive, complex, and emotionally challenging situations.

Working conditions

- The position may experience stress from working with frustrated or angry individuals.
- May experience stress when working with individuals facing complex health or social challenges.
- The position may experience tension with tight deadlines.
- The position may experience eye strain and back pain from working with computers.

Conditions of Employment

- Verification of post-secondary education

- Class 5 driver's license
- Driver's abstract
- RCMP criminal record check with vulnerable sector

Please note: relocation will not be provided with this position.

Please submit your resume with the competition name and number to erica.couch@ctfn.ca before 11:59pm on July 1st, 2026.