



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

## Employment Opportunity



<b>Job Title:</b>	<b>#25- 119 Family Manager</b>
<b>Department:</b>	Health and Wellness
<b>Status:</b>	Permanent, Full-Time
<b>Salary:</b>	C/TFN Wage Scale Level 12-15 (\$44.32- \$65.20/hr)
<b>Closing Date:</b>	Open until filled

This posting is to fill one (1) permanent full-time position. This is an until-filled competition. Candidates are encouraged not to delay submitting their application as this posting can close at anytime. Resumes will be regularly screened until the position is filled or the competition closes, whichever is earliest.

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

### **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 to 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.

### **Your Role**

Reporting to the Director of Health and Wellness, the Family Manager ensures the efficient and effective delivery of health and wellness services to clients. This position will be responsible for supervising multiple positions in Health and Wellness department, and to provide staff with regular and ongoing feedback related to outcomes. Additionally, the Manager will actively participate in project/program development and implementation, participate in site visits with staff, and will be the key departmental link with Family Council regarding children and families.

### **Your Benefits**

We are pleased to offer a comprehensive benefits 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**

- Supports the strategic operational plans for Health and Wellness, including both short and long term goals, objectives, policy, procedures and guidelines to support C/TFN goals and vision.
- Participate in the preparation of the department budget and administering the approved budget within the established parameters.
- Provide staff with regular and ongoing feedback related to outcomes, professional and person-centered development, with dedicated supervision times.
- Provide formal feedback in the form of probationary and annual performance appraisals.
- Assist in the development of land based programming related to building family capacity, awareness of the family act and support of families.
- Attend Family Council meetings on behalf of the Health and Wellness department.

- Development and implementation of policy and procedures pertaining to the Family Act.
- Maintain and sustain related reports, budgets, and contracts.
- Assist in the development and management of other Health and Wellness programs.
- Assists and completes reporting obligations related to program funding.
- Other related duties as required.

### **Essential Qualifications**

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

- Post-secondary degree in social work, social sciences, human services, or related OR a health discipline related diploma and 2-3 years' applicable experience.
- 1-3 years' experience in a supervisory role.
- Excellent interpersonal communication skills including oral, written and presentation.
- Experience evaluating and assessing programs.

### **Desired Knowledge, Skills, & Suitability**

- Ability to develop policies and procedures pertaining to the Family Council other Health and Wellness programs.
- Ability to carry out reporting and evaluation as required to sustain the program.
- Knowledge of Carcross/Tagish First Nation history, culture, traditional territory, and demographics.
- Ability to work respectfully with others in a cross-cultural environment.
- Experience in administrative program transfers or Program Service Transfer Agreements.

- Excellent interpersonal communication skills including oral, written and presentation.
- Completion of Peacemaking Circle Training is encouraged and will be considered an asset.

### **Conditions of Employment**

- Post-secondary degree in social work, social sciences, human services, or related OR a health discipline related diploma and 2-3 years' applicable experience.
- RCMP vulnerable sector check
- Valid Class 5 driver's license

There will be no relocation assistance associated with this position.

Please email your resume to [erica.couch@ctfn.ca](mailto:erica.couch@ctfn.ca) with the competition number and title in the subject line of your email.