



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

Employment Opportunity



Job Title:	#25-121 Auxiliary On-Call Driver
Department:	Health and Wellness
Status:	Auxiliary On-Call
Salary:	C/TFN Wage Scale Level 4 (\$28.74/hr)
Closing Date:	Open until filled

This posting is to fill one (1) auxiliary on-call driver 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 Mission 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 our natural resources and

strengthen our economy and the Carcross/Tagish First Nation government for our future generations.

Your Role

Under the direct supervision of Director of Health and Wellness, the Medical Transportation Driver is responsible to provide the medical transportation Driver, where possible, is responsible for integrating the four elements of the Values and Virtues of Life (mental, emotional, spiritual, and physical) into these services. The H&W Medical Transportation Diver must be willing to change with the ongoing evolution of C/TFN circle governance.

Your Benefits

This position does not include traditional benefits. However, in lieu of benefits, you will receive an additional 6% of your salary with each pay cheque.

Duties and Responsibilities

- Assisting in scheduling medical appointment when needed;
- Responsible for transporting clients to and from medical appointments and any other appointments that are pre-approved
- Responsible for providing the correct signed travel documentation to the office administrator
- Responsible for reporting any damage or repairs required to the medical van
- Responsible for recording and maintaining an updated travel log to be turned in bi-weekly
- Responsible getting to and from work on time
- Responsible for fuelling and general tidiness of the van
- Responsible to provide off-hours and weekends medical travel to CTFN citizens (requires 24 hours advance notice)

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.

CTFN Citizens and Indigenous applicants are encouraged to self-identify on their resume, as preference will be given in the hiring process.

- In-depth knowledge of Carcross/Tagish First Nation traditions and heritage; history, culture, demographics, goals and aspirations.

Desired Knowledge, Skills, & Suitability

- Good organizational, coordination and time management skills
- Good record keeping and reporting skills
- Ability to interface and communicate with CTFN leadership, staff, citizens and the general public
- Ability to organize and prioritize several tasks at one time
- Ability to encounter and deal effectively with volatile people
- Problem solving abilities
- Ability to take direction from supervisors
- Ability to work with minimum supervision
- Yukon Class 5 driver's license required
- Yukon Class 4 driver's license is considered an asset

Conditions of Employment

- RCMP vulnerable sector check
- Must have a valid class 5 Yukon Driver's license
- Must provide a current driver's abstract
- Must have a minimum of (5) five years driving experience with a clean driving record free of Demerit Points
- Willingness to work flexible hours

There will be no relocation assistance associated with this position.

Please email your resume to erica.couch@ctfn.ca with the competition number and title in the subject line of your email.