



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

Employment Opportunity



Job Title:	#25-153 Director of Health and Wellness
Department:	Health and Wellness
Status:	Permanent, Full-Time
Salary:	C/TFN Wage Scale Level 16 (\$58.05 - \$69.77/hr)
Closing Date:	April 18 th , 2025

This posting is to fill one (1) permanent full-time position. This is a 2 week posting and will be closing on April 18th, 2025 at 11:59pm. 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 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.

C/TFN Benefits

We are pleased to offer a comprehensive benefits package that includes competitive salaries and opportunities for professional growth. Additionally, C/TFN provides a gas stipend for those living more than 25 kilometers from Carcross, and offers generous contributions to a retirement savings plan.

Your Role

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 objective
- 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

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, however a cover letter indicating your interest is encouraged.

- 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, and 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 Agreement

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

Please note- there are no relocation costs associated with this position.

Applications/resumes must be received by 11:59pm on the closing date and can be emailed to erica.couch@ctfn.ca with the competition number and name in the subject line.

Please note that only those selected for further consideration will be contacted.