



CARCROSS TAGISH FIRST NATION

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

Employment Opportunity



Job Title: #24-050 Auxiliary/On Call

Department: All Departments

Status: Casual

Salary: Varies

Closing Date: July 19, 2024

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

Provide supplemental help or additional support to various Departments, as required for jobs that do not continue as a regularly constituted position, or less than 35 hours a week

Departments include:

- ***Capacity***
- ***Infrastructure***
- ***Health & Wellness***
- ***Finance/HR***
- ***Government***
- ***Heritage Lands & Natural Resources***

DUTIES AND RESPONSIBILITIES

Each Department will have its own duties and responsibilities with may include and are not limited to:

- Cook Helpers
- Drivers and Helpers; Med Van, Firewood distribution, etc.
- Administrative; filing, shredding, inputting, & processing mail
- Cleaners
- Event Coordinators/Helpers
- Daycare Workers

ESSENTIAL QUALIFICATIONS

All levels of education and knowledge is considered an asset, however some positions may require

Qualifications include:

- Food Safe
- WHIMS
- Early Childhood Education
- Chainsaw certification
- OH&S Certification
- Experience in Excel/Sage
- Customer Service Experience
- Peacekeeping Training

CONDITIONS OF EMPLOYMENT

Conditions may include but are not limited to:

Driver's License Class 5 or Higher
Drivers Abstract
Vulnerable Sector Check
Criminal Record Check
Willing to Travel within Territory

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.**
- **PLEASE QUOTE THE COMPETITION NUMBER & TITLE ON YOUR APPLICATION WHEN APPLYING.**

APPLICATIONS/RESUMES MUST BE RECEIVED BY JULY 19, 2024

Apply to: humanresources@CTFN.ca