



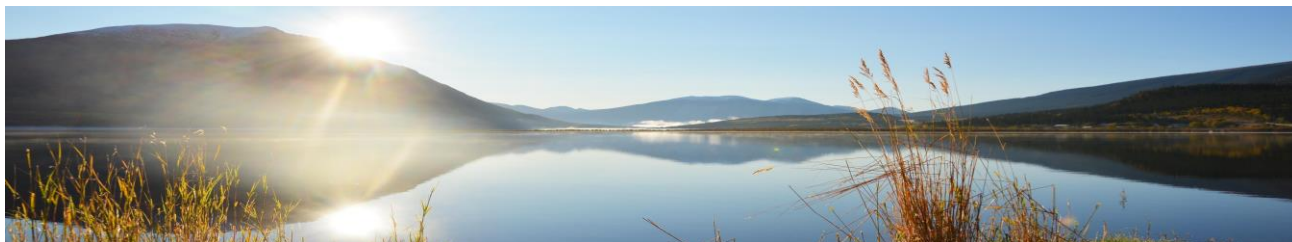
CARCROSS TAGISH FIRST NATION

PO Box 130. Carcross, Yukon Y0B 1B0

(867) 821-4251

www.CTFN.ca

Employment Opportunity



Job Title: #24-051 Senior Manager

Department: Health and Wellness

Status: Permanent, Full-Time

Salary: Level 12-15 (\$44.32-\$65.20/hourly OR \$80,653.62-\$118,670.61 Annually)

Closing Date: July 23, 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

Reporting to the Director, Health and Wellness, the **Senior Manager** ensures the efficient and effective delivery of health and wellness services to clients. This position will be responsible for supervising multiple positions in the 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, including policy development; participate in meetings/conferences/case conferences/training; Complete reporting to funders; and make decisions, in the absence of the Director.

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 established parameters
- Provide staff with regular and ongoing feedback related to outcomes, professional and person-centered development; dedicate supervision time each week/month to meet and discuss,
- 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,
- Maintain and sustain related reports, budgets, and contracts,
- Assist in the development and management of other Health and Wellness programs,
- During Director absence, provide acting duties,
- Provide coverage for the Family Manager,
- Other related duties, as required.

ESSENTIAL QUALIFICATIONS

- 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
- Ability to carry out reporting and evaluation as required to sustain the program
- 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
- 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

- Criminal Records Check & Vulnerable Sector Check
- Class 5 Driver's License

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 11:59PM ON JULY 23,2024.

Apply to: humanresources@CTFN.ca