



EMPLOYMENT OPPORTUNITY

"OPEN TO THE PUBLIC"

Elder's Support Worker - Term Full Time – 1 year

Health and Social Department

Posting Date: January 4, 2018

Salary: Level 7 Range (\$69, 227.99 – 76,151.11 annually)

*This position is currently under review and is subject to classification

Closing Date: 4:00pm (PST) February 21, 2018

Reporting to the Director of Health & Social, and working with the Health and Social team, this position consults with the TH Elders and supports them in accessing programs and services. In addition, this position works with the Elders and ensures relevant social, cultural, and recreational activities are implemented, and collaborates with the Executive Secretary as required.

If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide:

Essentials:

- Grade 12 with a Diploma in a social service discipline with particular experience in delivering programs and services to seniors/elders OR an equivalent combination of education and experience.
- Good knowledge of current practices in public health, health promotions, prevention and benefit programs;
- Good understanding of budgets, familiarity with programs, benefits and financial assistance available to Elders;
- Basic knowledge or understanding of Tr'ondëk Hwëch'in history, culture and values;
- Experience in conflict management and dispute resolution;
- Experience planning, implementing and evaluating programs and/or events;
- Experience writing proposals and reports;
- Good working knowledge and use of computers and associated software (eg. MS Word, Excel, etc.)
- Strong organizational and time management skills;
- Ability to work under pressure and manage stress effectively;
- Ability to regularly meet deadlines;
- Excellent communication skills, both oral and written;
- Ability to foster trustworthiness and cooperation with others by addressing concerns and resolving problems;
- Ability to establish and maintain positive professional working relationships with staff, citizens and the public;
- Ability to work effectively as part of a team;
- Ability to provide appropriate guidance and advice when needed;
- Ability to maintain and uphold information in high confidentiality;
- Self-motivated, punctual, reliable, with sensitivity and understanding of working within a cross cultural environment;
- Ability to exercise tact and diplomacy is essential;
- Written and oral communications, interpersonal skills.

Assets:

- Minimum knowledge of Hän Language;
- Good working knowledge and use of computers and associated software (eg. MS Word, Excel, etc.)

Conditions of Employment:

- Mandatory confidentiality is a condition of employment for all TH personnel. Failure to meet this requirement could result in immediate dismissal;
- Criminal Records Check is mandatory;
- Adult First Aid and CPR certification is mandatory;
- Valid Class 5 Driver's license required with 3 months of hire;
- Firearms Acquisition Certification is required, or willingness to obtain within six (6) months of hire;
- Ability to work a flexible work schedule when required;
- Assist Elders as needed while they are in attendance at General Assemblies and other functions.

A detailed job description is available upon request.

For more information, contact Human Resources

Phone: (867) 993-7100 – EX: 126 or 212 Fax: (867) 993-6553

Email: hrjobs@trondek.ca

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

Physical Location: 1242 Front Street, Dawson City, Yukon

We thank all applicants, but only those selected for further consideration will be contacted.

"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens in the pursuit of a strong, healthy, and united future."