



JOB OPPORTUNITY – PERMANENT **Home and Community Care Coordinator**

Who We Are

With boundless pride in our ancient cultural heritage and ancestral homelands, we exercise our inherent right to self-government, to take the responsibility for the general welfare of our Citizens, and to provide for the good governance of our community, lands and resources. We promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

About the Role

The Home & Community Care Coordinator coordinates programming and support for Citizens of the Vuntut Gwitchin First Nation (VGFN) including Elders, persons with disabilities and/or physical limitations, and others requiring individualized care and support. The incumbent identifies emerging issues and briefs the Manager, Health Programs for decision and/or action. This position also coordinates elder service delivery including wood, food, cleaning and other necessities and coordinates Support Workers as needed. Reporting to the Manager, Health Programs, some of the responsibilities of the position include but are not limited to;

- *Day-to-Day Operations* - Leads the day-to-day activities of casual care workers. Organizes team activities, communicates work goals, arranges work schedules, assigns, and monitors tasks, and distributes information.
- *Elder Support* - Coordinates the meals on wheels program, social functions and on the land activities for Elders and persons with disabilities.
- *Planning and Assessment* - Assists clients, their families and care specialists to determine individual and appropriate options for home care. Evaluates activities and progress on established goals.
- *People Management* - Addresses concerns and communicates direction and expectations to casual care workers. Promotes capacity development through performance evaluation, encourages individual development, and supports personnel issues and problem solving.

- *Coordination* - links Elders to home care resources. Participates in client case management meetings with colleagues to ensure coordinated and integrated care.
- *Policy Development* - Assists the Manager to review and develop procedures to support effective service delivery.
- *Administration* - Provides office support as required including reception, responding to general inquiries and distributing information, and maintaining confidential filing systems.

What We Offer

- \$37.34/ hour - \$56.00/ hour (Based on education and experience)
- Working Hours: 80 hours biweekly.
- 4% Northern Community Remoteness Allowance for employees residing in Old Crow full-time.
- 4% Northern Travel Allowance for employees residing in Old Crow full-time.
- 4 weeks' vacation to start plus two weeks paid time off over the Christmas season.
- A very healthy extended benefits package.
- 10 days sick pay per year.
- 10 days paid special/personal leave per year.
- A matched pension plan.
- Subsidized Housing may be available.
- Relocation Allowance.

What You Bring:

- Certificate or Diploma in Nursing or Health Care Aide or equivalent experience.
- Experience coordinating programs and services to vulnerable populations including Elders and/or persons with disabilities. Direct experience in an Indigenous community is an asset.
- Experience building partnerships with community resources to connect and promote the wellbeing of families and residents.
- Proficiency in Microsoft Office (Word, Excel, and Outlook) products.

Supporting you along the way

We believe that a rewarding career is not only good for our employees, but it also leads to better outcomes for our clients, workplace and the community. That's why we are committed to providing you with a competitive salary, health benefits, and a retirement plan. Beyond compensation, you will have the opportunity to make meaningful connections and work on initiatives that make a real difference in people's lives.

Posting Date: July 14, 2025

Closing Date: Open Until Filled

Status: Full-time Permanent

Location: Old Crow

To Apply:

Please send your resume and a cover letter to: jobs@vgfn.ca

In accordance with the Canadian Human Rights Act (CHRA, Section 16(1)), hiring preference will be given to Vuntut Gwitchin First Nation Citizens. Following this, preference will be extended to Indigenous candidates, and then to those with experience and knowledge of First Nations customs and practices.

While we appreciate all applications, only those selected for further consideration will be contacted.