

## Employment Opportunity

### Assistant Director

Health and Social Department  
Permanent Full-Time  
Salary: \$95,388.00 - \$115,000.00/year



### Qualifications:

A grade 12 academic with successful completion of at least two years post-secondary education in the area of Health & Social Service OR several years' experience in this field, either paid or volunteer service, OR an equivalent combination of education, training, and work experience, and experience working with First Nations. Valid Class 5 Yukon Driver's License is a must.

### Duties:

To provide administrative support to the Dän Sóthän Nùtl'et Do - Health & Social Director to help promote efficient and effective operation of this department by:

- Assisting with implementing the decisions, strategic plan and policies of Chief & Council;
- Setting goals and objectives for health & social programming for the FN, and developing long-term plans and strategies to implement the plans;
- Assisting the Director with planning, designing, developing, establishing, implementing, monitoring, directing, and evaluating all the FN's health & social programs;
- Assisting the Director in promoting healing and approaching problems holistically;
- Assisting the Director in conferring and consulting regularly with all health & social programs staff as a group in order to promote group solidarity, inter-program assistance, and a cohesive response to health & social problems and issues;
- Referring health & social programs staff to other resources both within and outside the FN dealing with health and social issues;
- Assisting the Director with consulting, liaising, and facilitating between health & social programs staff, the LS/CFN Chief & Council, and the community in all matters to do with the health & social well-being of the FN;
- Assist with conducting needs assessment in the community for prioritizing the FN's response to health & social issues;
- Co-Representing the LS/CFN's health & social policies and positions in actions and matters dealing with governments and agencies outside of the FN;
- Development of Health & Social Programs to meet current and future needs as funding becomes available;
- Assist with ensuring the planning, promotion and arrangements for projects and events such as workshops reflecting the Northern Tutchone language, cultural pride, awareness and FN self-esteem, and raise the awareness of the danger of substance abuse;
- To assist the Director by taking part in the recruitment, hiring, hearing grievances, solving of conflicts, disciplining, or dismissal of staff for the department;
- To assist with child welfare actions relating to LS/CFN citizens, to represent the FN in all child welfare activities, and to undertake planning that will prepare LS/CFN to fulfil child welfare responsibilities;
- Assisting with the communication with FN members, families, and the community, by participating in staff and general meetings, assisting with compilation of monthly reports and newsletter items, making activity schedules available, and attending regular and special meeting of the FN;
- Other duties as required.

LSCFN Recruitment Policy will apply.

If you are interested, please submit your expression of interest along with your resume by 4:30P.M. June 24, 2022 to: Attention: Doris Johnson, Human Resource Officer  
Little Salmon Carmacks First Nation PO Box 135, Carmacks Y.T. Y0B 1C0

**Phone: (867)863-5576 ext 280 Fax: (867)863-5710**

**Email: [resume@lscfn.ca](mailto:resume@lscfn.ca)**

**If you require a job description, please feel free to contact us.**