



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITY

Position Title: Elder's Coordinator
Department: Administration
Salary Range: Level 4 – Starting at \$24.77
Term: Full Time Temporary (55 hrs/ biweekly)
Beginning immediately until August 31, 2019
Closing Date: June 5, 2019

Job Summary:

Reporting to the Operations/Executive Director, the Elders Coordinator is responsible for coordinating all activities, programs and events of the Elders Council, setting meetings, drafting agendas, taking minutes and coordinating Elder events. Hours are often irregular to meet the needs of the Elders. Additional duties include conducting home visits for Elders and relaying information to the appropriate departments when and where needed. Concerns with respect to the Adult Protection Act will be directly reported to the Home and Community Care Coordinator.

Qualifications:

The incumbent must have:

- A willingness to learn Northern Tutchone Language;
- Transcribing skills; computer skills, including MS Word;
- Awareness of addictions and health issues;
- Good oral and written communication skills;
- CPR/First Aid.
- Experience working with Elders through their home situations;
- ability to work both as part of a team and independently;
- Knowledge of NND's history, culture, demographics, goals and aspirations and the traditional needs of Elders;
- Knowledge of Elder activities relevant to First Nations and small northern communities; understanding and respect for traditional NND activities;
- Strong organizational skills; self-motivating; ability to organize and coordinate the program to meet specific goals and objectives;
- Ability to work with minimal supervision; ability to foster unity, resolve conflicts and build consensus as required;
- Ability to communicate effectively with a variety of people and the ability to organize and coordinate activities with emphasis on Northern Tutchone culture.

For a copy of the job description or to submit your Cover Letter and Resume please contact:

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