



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITIES UNTIL FILLED
COMPETITION #: 9130-24-900-47
LOCATION: Mayo, Yukon
JOB DESCRIPTIONS: www.nndfn.com

POSITION: CULTURE CAMP COORDINATOR

DEPARTMENT: Executive

STATUS: Regular Indeterminate or Term

HOURS: 75 Hours Bi-weekly

ANNUAL SALARY RANGE: \$59, 599.00 – \$78, 500.00 per year (\$30.46 – \$40.12 / hour)

THE OPPORTUNITY: In accordance with First Nation of Na-Cho Nyäk Dun (FNNND) culture and heritage principles, ethics, and values this is an opportunity for someone to develop, plan, and implement cultural camp programs. This position promotes and enhances cultural programming within on the land initiatives while accessing requires resources and funding to support projects.

POSITION: CUSTODIAN

DEPARTMENT: Capital and Infrastructure

STATUS: Regular Indeterminate or Term

HOURS: 60 Hours Bi-weekly

ANNUAL SALARY RANGE: \$ 51,176.00 - \$67, 180.00 (\$ 26.16 - \$ 34.34 / hour)

THE OPPORTUNITY: This position will appeal to someone who has some experience or desire working in janitorial services. Custodians are responsible for ensuring our facilities and venues are immaculate and professionally presentable for our Guests and Citizens.

POSITION: FAMILY SUPPORT WORKER

DEPARTMENT: Wellness and Social Programs

STATUS: Regular Term until August 2024

HOURS: 75 Hours Bi-weekly

ANNUAL SALARY RANGE: \$ 59, 599.00 - \$ 78, 500.00 (\$ 30.46 - \$ 40.12 / hour)

THE OPPORTUNITY: This is an opportunity to support, plan and deliver services to children, youth, families and groups in promoting family integrity and cooperation in collaboration with departmental staff, organizations and agencies. It is a position that generates interest and commitment in developing holistic care plans from a cultural and community perspective among individuals, families and partner agencies, such as, Health and Social Services, Family and Children Services, Court Services, Department of Education, etc.

POSITION: FIRST AID ATTENDANT(S)

DEPARTMENT: Executive

STATUS: Casual On-Call

HOURS: To be determined

ANNUAL SALARY RANGE: \$ 44, 869.00 - \$ 58, 942.00 (\$ 22.93 - \$ 30.12 / hour)

THE OPPORTUNITY: This is an opportunity to render first aid and subsequent treatment to injured or ill Citizens or meeting participants, which may include sterilizing, disinfecting, anointing, and bandaging minor cuts and burns. Where necessary, the incumbent shall apply artificial respiration and/ or administer oxygen and shall administer medications (i.e. aspirin or antiseptic solution) to relieve pain or prevent infection until the patient can receive professional care. The First Aid Attendant shall create and maintain records of all treatments administered.

POSITION: FISH AND WILDLIFE OFFICER

DEPARTMENT: Lands, Resources and Heritage

STATUS: Regular Indeterminate

HOURS: 75 Hours Bi-weekly

ANNUAL SALARY RANGE: \$ 64, 920.00 - \$ 85, 608.00 (\$ 33.18 - \$ 43.75 / hour)

THE OPPORTUNITY: This position will appeal to someone who has some experience working in lands and resources in a First Nations organization and is interested in learning and protecting our land and water within our traditional territory. The Fish and Wildlife Officer is responsible for ensuring fish and wildlife populations and their habitats are properly managed and protected for long term sustainability of the Nation.

POSITION: HUMAN RESOURCES TECHNICIAN

DEPARTMENT: Human Resources and Capacity

STATUS: Regular Indeterminate

HOURS: 75 Hours Bi-weekly

ANNUAL SALARY RANGE: \$ 64, 920.00 - \$ 85, 608.00 (\$ 33.18 - \$ 43.75 / hour)

THE OPPORTUNITY: If you are interested in a future career in Human Resources, this position is a good starting point to gain knowledge of the various functions within the Human Resources profession. You will support the operation of the Human Resources Department through providing a diverse range of Human Resources technical services. Your focus will be Benefits Administration. The position involves processing WorkSafe Yukon claims and providing administrative support for the recruitment function. You will support the Workplace committee by attending meetings and recording proceedings. You will also assist Citizens with creating resumes and cover letters for job applications.

POSITION: INFORMATION SYSTEMS TECHNICIAN

DEPARTMENT: Justice and Governance

STATUS: Regular Indeterminate

HOURS: 75 Hours Bi-weekly

ANNUAL SALARY RANGE: \$ 64, 920.00 - \$ 85, 608.00 (\$ 33.18 - \$ 43.75 / hour)

THE OPPORTUNITY: This position will appeal to someone who has some experience working within information systems within a First Nation organization in providing information technology (IT) support, maintenance and troubleshooting computer information systems ensuring operational functions are performing optimally.

POSITION: MEALS ON WHEELS COOK (2)

DEPARTMENT: Wellness and Social Programs

STATUS: Part-Time Term

HOURS: 45 Hours Bi-weekly

ANNUAL SALARY RANGE: \$ 59, 599.00 - \$ 78, 500.00 (\$ 30.46 - \$ 40.12 / hour)

THE OPPORTUNITY: The Meals on Wheels program is looking for (2) individuals working part-time to provide nutritious meals to our Citizens who require the added extra assistance with meal preparation and delivery. It is an opportunity to plan, create and execute meal menus, complete inventory and grocery orders, work within a budget, and deliver meals three times a week.

POSITION: WELLNESS COMMUNITY SUPPORT WORKER

DEPARTMENT: Wellness and Social Programs

STATUS: Regular Term until August 2024

HOURS: 75 Hours Bi-weekly

ANNUAL SALARY RANGE: \$ 59, 599.00 - \$ 78, 500.00 (\$ 30.46 - \$ 40.12 / hour)

THE OPPORTUNITY: This is an opportunity to assist in the planning, coordination and implementation of the community wellness initiative programming and services for our community within a new department structure. It is a position that liaises inter-departmentally with FNNND, wellness and health professionals and other government and non-governmental resource agencies to initiate programs and support, such as, endorsing counsel referrals, drug and alcohol prevention, treatment and rehabilitation programming, family violence prevention programming, education awareness initiatives, land-based community programming for all age groups and programs and services on traditional teachings working with Elders and community.

POSITION: YOUTH AND RECREATION COORDINATOR

DEPARTMENT: Education

STATUS: Regular Indeterminate

HOURS: 75 Hours Bi-weekly

ANNUAL SALARY RANGE: \$ 59, 599.00 - \$ 78, 500.00 (\$ 30.46 - \$ 40.12 / hour)

THE OPPORTUNITY: This is an opportunity to develop and coordinate community-based sport, culture, education, and recreation activities for youth. This includes developing local leadership initiatives and empowering youth residents and helping share FNNND ways of knowing and doing. Tasks include event coordination, helping to secure funding for youth, and running the Youth Centre facility while promoting healthy active living as a lifestyle and using different methods to engage youth in activities.

If you are interested, please send Cover Letter and Resume to:

Ronalda Moses
Human Resources Adviser
First Nation of Na-Cho Nyäk Dun
Box 220, Mayo, Yukon Y0B 1M0
E-mail: hr@nndfn.com
Phone: 867-996-2265 ext. 121

Please note: In order for your application to be considered you must be a permanent resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens. Subsidized housing is not available for these positions. Although we thank all those who apply only those selected for further consideration will be contacted.