



Employment Opportunity

Elders Coordinator

Regular Full-time

Salary: \$72,851.10 - \$87,372.68 based on 35 hours per week (\$40.03 - \$48.02)

TKC Wage scale 6, plus benefits and RRSP matching

Closing Date: Wednesday, November 13, 2024

This position reports to the Wellness Manager but takes directions from the Elder's Council as well. The position will be an advocate and will liaise with the Home and Community Program, and other health and wellness related services for Elders; facilitating cultural and community activities to engage Elders; coordinating and co-facilitating workshops pertaining to health promotion and prevention strategies; setting up logistics for Elder's meetings; providing transportation and travel arrangements when required. Assist or provide delivery of needed items or services to Elders.

Works collaboratively in a lead role with department staff on Elder's programming services including:

- Organizing at least one monthly social and/or educational event for the Elders.
- Liaising with other organizations serving Elders such as the Golden Age Society to identify opportunities and programming for Elders activities.
- Informing Elders of community events at least one week in advance.
- Examining ways to include Elders in activities when they are separated from the community and families, example hospital, extended care facility.
- Ensuring the Elder's van is properly maintained and serviced.
- Preparing funding proposals, submitting, implementing programs supported, and reporting.
- Assisting Elder's with all aspects of attending events.

Qualifications:

Education & Experience:

- Several years' experience in Administration and/or experience in the social services field, particularly in gerontology and related client services.
- Knowledge of Yukon First Nations culture, history, and reconciliation
- Office administration procedures (filing, filling out office forms, etc.)
- Proficient in Microsoft Office; Word, Outlook, Teams, Zoom

- Communicating well orally and in writing with ability to organize and handle confidential records.
- Experience with driving clients with mobility and support needs
- Excellent planning and organizing skills; event, travel and meetings
- Ability to prioritizing workload.
- Working with minimal supervision.
- Performing well in stressful situations.

Although the Ta'an Kwäch'an Council Preferential Policy is in effect all qualified applicants are encouraged to apply.

For a complete job description, follow the link on the TKC employment page.

Closing date: Wednesday, November 13, 2024

Please submit a cover letter and résumé to:

e-mail: humanresources@taan.ca