

# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

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## HUMAN RESOURCES DEPARTMENT

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P.O. Box 94,  
Old Crow, Yukon  
Y0B 1N0

Phone: (867)966-3261  
Fax: (867)966-3800  
Web: [www.vgfn.ca](http://www.vgfn.ca)

## EMPLOYMENT OPPORTUNITY

### Healthy Moms & Healthy Babies Program Coordinator

#### Summary:

Reporting to the Manager of Health, the Healthy Moms & Healthy Babies Program Coordinator is responsible for planning, executing and delivering the Healthy Moms and Healthy Babies Program on time, within budget, and in accordance to specifications. To achieve the project goals, the Healthy Moms and Healthy Babies Program Coordinator will define project requirements and implement them within the budget, and supervise the efforts of project team members. Efficient delivery of project deliverables, effective quality control, and clear communication of expectations to stakeholders and weekly project reporting to supervisor are critical tasks that must be performed throughout the project cycle.

**This is a casual part-time position starting as soon as possible.**

#### Qualifications:

- Must be reliable
- Ability to interact and maintain good working relationships with individuals
- Must complete a criminal records check
- Strong communication skills

**Wage: \$32.31 per hour**

**Closing Date: September 18, 2019 at 4:00 PM**

**Please send your resumes to:**

Malinda Bruce  
Human Resource Manager  
Vuntut Gwitchin Government  
(867) 966-3261 Ext. 256  
[jobs@vgfn.net](mailto:jobs@vgfn.net)

Posted September 4, 2019

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## Employment Opportunity Janitor – Youth Centre

The Government Services Department is looking to recruit a janitor for the Youth Centre. If you like cleaning and working in the morning fits with your schedule, this is the job for you. The position is responsible for providing janitorial services for the Youth Centre, with occasional service in other VGG buildings as required.

### Qualifications:

- Willingness to work Monday to Friday from 9:00 a.m. -12:00 p.m.
- Ability to accept supervision and take direction.
- A high standard and commitment to cleanliness.
- Physical ability to move (within reason) heavy items.
- Physical ability to make repetitive motions when mopping and washing.
- Be reliable & trustworthy.
- Must hold a WHMIS 2015 certificate.

### Main Duties:

- Preparing cleaning solutions.
- Cleaning and disinfecting offices, washrooms and kitchen areas.
- Monitoring and reporting on any building or equipment damage or deficiencies.

Job Description available upon request.

**Pay Rate:** \$30.21 per hour

Training will be provided for successful applicants.

**Closing Date:** September 18, 2019 at 4pm

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