



***Employment Opportunity***  
**Open to DTFN Members Only**

**ASSISTED LIVING (Adult Care) COORDINATOR**  
**Local Open Posting**

The Dene Tha' First Nation has a position available immediately for an Assisted Living (Adult Care) Coordinator for Social Development. This position is based out of the Health Centre in Chateh. This is a full-time contract position with a competitive benefits package.

**POSITION SUMMARY:**

Reports to the responsible Director on all pertinent matters, updates long-range plans and sets priorities. Responsible for the support, facilitation, coordination, and initiation of the development of solutions/services and programs that address assessed social needs and DTFN priorities.

**Specific Accountabilities:**

- Delivers effective programming by supervising and coordinating the operation of services provided within the prescribed department
- Works with community groups in development of program proposals and partnerships, funding research and proposals, policies and procedures, volunteerism, and volunteer opportunities
- Assists the responsible Director in the development of, and is accountable for, the annual program budget. Seeks appropriate grant funding, ensuring accurate administration and accountability
- Promotes public awareness of community social issues, elder abuse awareness. Initiates or participates in needs assessment, planning and program evaluation as required
- Ensures that all financial reports and program reports are submitted on a timely basis to the funding agencies
- Must work closely with the Director and Income Support Coordinator regarding any questions or concerns about the program operation or when doing the quarterly or annual reports
- Other related duties as required or assigned by the Director of Social Development

**Qualifications:**

- Minimum Grade 12 Diploma
- Previous experience in a social / human services work environment
- Must have excellent communication and written skills
- Must have solid planning, organization, and problem-solving skills
- Must have computer systems knowledge and be proficient in Microsoft computer software applications
- Strong ability to deal tactfully with clients in stressful situations
- Must be dependable and reliable

**Other requirements:** Must have own transportation and a valid Class 5 Alberta Driver's license; provide a clear Criminal Record check and a Child Welfare Clearance check. It is also crucial that the successful candidate be fluent in the Dene language, as the person will be doing ongoing interaction with all Elders within the three communities of Bushe River, Chateh, and Meander River.

**Closing Date:** **February 10, 2023 or until position is filled**

Submit resume to:

Karen Eht-Chillay Social Administrative Assistant  
Dene Tha First Nation  
P.O. Box 958 High Level, AB T0H 1Z0  
Fax: (780) 926-2475  
Email: [SocDev.Assistant@denetha.ca](mailto:SocDev.Assistant@denetha.ca)

*We thank all applicants in advance; however only those selected for an interview will be contacted.*