

## Job Summary

**Location:**  
Déljné, NT

**Department:**  
Beneficiary Services

**Annual Salary:**  
\$54,600.00 per annual  
\$30.00 per hour

**Northern Living  
Allowance:**  
\$28,050.00 per annual

**Benefits:**  
NEBS

**Employment Type:**  
Indeterminate

**Closing Date:**  
Open until Filled

**Submit Resume and  
Cover Letter to:**

Human Resources  
Department  
Déljné Got'jné Government  
P.O Box 156  
Deline, NT X0E0G0  
Tel (867) 589-8100  
[Hr.manager@gov.deline.ca](mailto:Hr.manager@gov.deline.ca)  
[Hr.assistant@gov.deline.ca](mailto:Hr.assistant@gov.deline.ca)

## Beneficiary Services Coordinator

The Beneficiary Services Coordinator is responsible for ensuring the beneficiary services, supports and programs are up to date and relevant. The Beneficiary Coordinator is responsible for collecting, managing, analyzing, and reporting on beneficiary's files and data. The Beneficiary Services Coordinator is responsible for all aspects related to Déljné Got'jné Government beneficiaries. The Coordinator will work with the Assistant Director of Beneficiary to assist with meetings of the DGGR, and undertaking duties related to ensuring the operation of the Beneficiary Services Department. This position will be expected to maintain and keep all records organized in a confidential manner, coordinate enrolment, promote beneficiary programs and services, clearly communicate beneficiary news and updates via web applications and newsletter. The Coordinator will also coordinate student funding processes and coordinate community events. The Coordinator should be familiar with and work within the Déljné Got'jné Government Laws, regulations, policies and procedures.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Déljné Got'jné Government operational policies and procedures and governance institutions
- Knowledge of filing systems (digital and physical files)
- Knowledge of relevant administrative policies and procedures
- Ability to focus on data input, retrieval and analysis, and reporting
- Ability to work independently and be self-directed in this role
- Organizational skills including the ability to deal with several priorities at the same time
- Computer skills including the ability to operate computerized spreadsheet and word-processing programs at a highly proficient level
- Public relations and customer service skills in order to best serve Déljné Got'jné Government Beneficiaries and the general public
- Conflict resolution skills and the ability to deal with people in difficult situations
- Have a positive outlook, commitment to problem solving and personal effectiveness
- Be honest, trustworthy, and respectful in assigned role
- Possess cultural awareness and sensitivity in all communications with staff and beneficiaries
- Be flexible in working with a variety of personality types and with work plan
- Demonstrate sound work ethics in interactions with staff and beneficiaries
- Ability to speak Déljné Got'jné language is an asset
- Perform other related duties as required

### THIS POSITION IS TYPICALLY ATTAINED BY

- Pos-secondary Grade 12 Diploma or equivalent of Business Management Diploma or Office Administration Certificate
- Preference will be given to Déljné Beneficiary
- Training Position will be provided to Successful Candidate
- Equivalencies will be considered