



INTERNAL POSTING TRAINING-ON-THE-JOB OPPORTUNITY

SAUGEEN FIRST NATION

Indian Registration & Membership Administrator

Program:	Administration
Reports To:	Band Administrator
Term of Employment:	1-2 days per week with gradual progression up to 4 days per week, possibly 5 days come new fiscal (dependent upon funding)
Wage:	Staff shall be assigned salary as determined by the salary grids of the Saugeen First Nation
Hours of Work:	28 hrs per week

JOB PURPOSE

Succession Planning: This training-on-the-job opportunity will allow for gradual transfer of knowledge, skills and abilities from current employee starting at 1 to 2 days per week with gradual progression up to 4 days per week. Dependent upon funding for new fiscal, consideration will be given to 5 days per week.

This position is of upmost importance in maintaining the integrity of the Indian Registration and Membership of Saugeen First Nation #29 band members.

KEY DUTIES AND ACCOUNTABILITIES

Indian Registration:

- Discovering events which affect the Indian Registry System, i.e., Births, deaths, marriages, transfers, divorces, age of majority, adoptions, etc.
- Obtaining certified documents from the individuals to verify these events.
- Reporting these events through Indian Data Register Entry Forms to the Regional Office of INAC.
- Processing Indian Status Cards for band members and members of other First Nations.
- Prepare a weekly Membership Report to the Regional Office of INAC regarding the issuance of Indian Status Cards.
- Maintaining and updating current payroll status spreadsheet with address changes, name changes, additions of band members and deletions due to death.
- Ensure that funeral accounts for band members are processed payments are received from INAC and upon receipt, payments are sent to the Funeral Home listed.
- Notifying the Regional Office of any administrative changes at the band level.
- Family history research through prepping blood quantum and providing family trees to band members as requested.

Membership:

- Make available to the band Membership any pertinent information received from INAC or provided by INAC.
- Assist potential band members to apply for their Indian Status.

- Assist band members or members of other First Nations to apply for identification documentation (a) birth certificates (b) name change of documents (c) Age of Majority (d) Social Insurance Cards (e) Health Cards – residency letters (f) Blood Quantum letters
- Prepare the Annual Christmas Gift Paylist by: (a) creating a worksheet showing Band numbers, Band members' name, date of birth (b) updating address changes for Membership office and for Finance (c) revising previous years paylist by adding new members, removing the names of the deceased.
- Distributing the Annual Christmas Gifts in person on the day set by Band Council and preparing all remaining cheques for mailing.
- Assist other programs/departments with statistical information, age lists, birth lists, verification of registry information.
- Assist other agencies, i.e., hospitals, pharmacies, dental clinics, etc. with verification of registry information for band members.
- Assist with the maintenance of the Status Card database
- Assist with the maintenance of the Status Card database and for each band member, and enter the information regarding Status Cards issued, i.e., date, card number, and the reason for issuing the card.
- Provide Band Council with information pertaining to requests for transfer to and from Saugeen.

Correspondence/Filing/Public Relations:

- Prepare correspondence (letters, memos, etc.) pertaining to Indian Registration and Membership.
- Maintain filing systems: personal Band Member files, Indian Registry binders, Band Change report binders, Status Card Register, Address Register, Annual Christmas Gift Register, etc.
- Assist the public in person or via phone with any information regarding Indian Registration and Membership.

REQUIREMENTS

Education and Experience:

- Grade 12 or G.E.D. equivalency
- Two (2) years' experience working in an administrative function

Knowledge, Skills & Abilities:

- Knowledge of the First Nation community
- Working knowledge of Section 6 of the Indian Act
- Excellent communication skills, both oral and written
- Ability to learn quickly and a continuous learning mindset
- Research experience, an asset
- Ability to deal with demands from the community
- Must be able to maintain confidentiality
- Excellent organization and administration skills (i.e. filing, prioritizing tasks)
- Excellent customer service and conflict management skills

Designations, Licences & Requirements:

- Must provide a clean Criminal Record Check (CPIC)
- Must qualify for a Commissioners Stamp

WORKING CONDITIONS

1. Physical Demands – Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 10 pounds.
2. Environment – Mainly an office environment and indoor locations with some exposure to outside during travel. Minimal exposure to hazardous material (cleaning supplies).
3. Mental Effort – Accuracy of reports, investigations and meeting deadline, interactions with members of the public.
4. Position Type/Expected Hours of Work – Regular full-time hours with availability for evening and weekend work as required.

DEADLINE DATE: Monday, December 5th, 2022 @ 4:00 p.m.

(*No Late Applications Accepted*)

**Only qualified applicants will be contacted for an interview
Qualified Saugeen First Nation members will be given priority**

Submission of cover letter, resume and 3 current references to:

Office: Human Resources Dept., (519) 797-1224, Extension 1110

By E-Mail: tina.jacobs@saugeen.org

By Mail: HR Dept., 6 Cameron Drive, Southampton, ON N0H 2L0