



Chippewas of RAMA  
First Nation

## Employment Opportunity

Job Title: **Lands Membership Clerk**  
Job Code: ADM372  
Department: Lands and Membership  
Reports to: Lands Membership Manager

Date Posted: 13-Jul-21  
Date Closed: 27-Jul-21  
(5:00 pm)

**\*\*SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER\*\***

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: Full-time with Benefits.  
Availability & Term: Approx. Start Date August 2021  
Remuneration: \$18.36 per hour to start, move to \$19.41 after 3 months.

### JOB PURPOSE/SUMMARY

Administers the Indian Registry System according to the guidelines provided by Indigenous Services Canada (ISC) including assisting members with status cards and inquiries into family history. Assists the Lands and Membership team with various tasks and projects.

### QUALIFICATIONS

- Education:**
- Grade 12 or equivalent work history.
- Skills and Abilities:**
- Knowledge of RFN history, community and families.
  - Microsoft Office Training including Access databases.
  - Strong written & verbal communication skills.
  - High degree of initiative and self direction.
  - Knowledge of Privacy Legislation.
  - Customer Service Training.
  - Valid Class G Driver's License.
- Experience:**
- Minimum of 1 year in office administration.
  - Minute taking experience an asset.
- \*Must be able to obtain Commission of Oath.  
\*Must be able to obtain the Indian Registry System/Membership Training.
- Other:**
- A Criminal Reference Check is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager  
Chippewas of Rama First Nation  
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6  
Fax: (705) 325-4718 Email: [charleneb@ramafirstnation.ca](mailto:charleneb@ramafirstnation.ca)

**\*\* ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED \*\***

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.



# Job Description

Job Last Updated: 14-Jul-20

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Job Code:	ADM372
Department:	Lands and Membership
Reports to:	Lands Membership Manager

## **JOB PURPOSE/SUMMARY**

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## **KEY JOB FUNCTIONS/RESPONSIBILITIES**

- Correctly carry out the functions required for Indian Registry reporting in accordance with Indian Act, federal and provincial statutes and the procedures of the Indian reporting system to ensure the quality of the Indian Registry Administration program.
- Process Certificate of Indian status card applications.
- Issue certificate of Indian Status cards to eligible persons in accordance with ISC policies.
- Estate reporting to Indigenous Services Canada upon confirmed death.
- Maintain FN copy of the Indian Register and the band list as maintained by ISC up to date.
- Explain eligibility requirements for Indian Status entitlement under Section 6 of Indian Act.
- Coordinate paperwork for request to transfer status and membership requests (only if FN opens up).
- Complete personal information change forms as required (addresses, contact info).
- Remain current on status classifications.
- Respond to inquiries regarding family history in accordance with Privacy Legislation.
- Maintain addresses for on/off reserve membership (adults & minors).
- Prepare population requested reports to other FN departments (police, health, education, housing, recreation, social services, HR etc.)
- Write quarterly newsletter updates.
- Ministry of Attorney General office - jury list yearly, on reserve registered members.
- Provide reliable statistic data/reports as needed.
- Prepare seniors list for every calendar year for administration.
- Prepare minors list for recreation department each December.
- Office administrative support and reception as required.
- Perform tasks to support Lands Committee including coordinating meetings, minute taking, etc.
- Assist Lands and Membership team with various tasks and projects as required.