



Posted: March 28th, 2024
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Part Time Permanent** (30 hours/week with a possibility of more hours based on funding) position:

MEMBERSHIP AND ESTATES ADMINISTRATOR Government Services and Administration Building

The Membership and Estates Administrator position is to administer and provide membership and estates services to the Members and the community of Curve Lake First Nation in accordance with our Seven Grandfather Teachings.

The purposes of this position are:

- To maintain, update and preserve the integrity of the Indian Register
- To assist and provide direct service to Curve Lake First Nation Members with respect to membership inquiries and requests such as status cards and applications for registration.
- Prepare and maintain population statistics.
- Coordination of the Membership Transfer Voting Process
- Assist Members in navigating the estates process in collaboration with Indigenous Services Canada
- Keeping the First Nation updated on legislation changes and policy updates from ISC regarding membership and estates.
- Assist membership with the estate process, including administering the wills and estates.

The duties and responsibilities of this position are categorized into eight main functions:

1. Registration
 - Discovering events and maintaining files (births, deaths, marriages, divorces) which affect the register, including band lists.
 - Obtaining and examining supporting documentation and signatures for each event.
 - Preparing a monthly report of all reported events or a nil report where there have been no changes in the month.
 - Posting a copy of the band change report on a monthly basis
 - Reviewing monthly change reports and new register pages to ensure accuracy
 - Providing communication and documentation with Indigenous Services Canada (ISC) that may include:
 - Information requiring approval from ISC
 - Identification of inconsistencies with the Band list
 - Providing information and services to members including:
 - The application of the Indian Act related to application for Indian Status
2. Issuing Certificates of Indian Status according to ISC policies for Curve Lake First Nation Members
 - Recording and monitoring the issuance of Certificates of Indian Status
 - Provide weekly updates to ISC on the issuance of Certificates of Indian Status
 - Assist with applications for SCIS.
 - Utilize SCISPhoto App to assist Members with their application for an SCIS



- Inputting issued and voided CIS into IRS.
- 3. Contact Information & Population Statistics:
 - Supporting other departments in the verification of membership.
 - Check the OneFeather database (used for voting and membership contact database) for accuracy including adding/ deleting/ modifying members based on the monthly band change report.
 - Confirm and maintain statistics on members such as on or off reserve, registration category, marital status, age, gender identification, etc.
- 4. Administer and oversee the Membership Transfer Voting Process held at each CLFN General Election
 - Preparing mail outs, ballots, and all community correspondence
 - Assisting with the application of OneFeather Voting System for the vote
 - Counting of the votes
 - Updating the community and applicants of the results.
- 5. Administer Per Capita Distribution (PCDs)
 - Provide direction to Financial Analyst regarding the issuance of PCD for minors and adults.
 - Maintain a database of individuals entitled to any PCD
 - Facilitate PCD Working Group meetings, complete follow-up with members.
- 6. Estates
 - Provide information to membership regarding estates services and legislation and policies surrounding estates.
 - Coordinate and prepare estates and wills information sessions for membership
 - Maintain files and database related to wills and estates
 - Assist membership in navigating the estate process in collaboration with ISC.
 - Collaborate with Lands Department to determine individual land holdings.
- 7. Research and Information Sharing:
 - Actively researches and acquire any new and current legislation or court cases pertaining to membership, Indian status, or self-determination of status, membership and estates.
 - Prepare information to be shared with Chief & Council and community on any legislation changes, etc.
 - Seek funding when available for membership and estates programs
- 8. Other related duties to support the Lands Department as directed by Director of Lands

QUALIFICATIONS: (APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)

Education & Experience:

- Graduation from a post-secondary program in office administration or secretarial services with 2-3 years of related experience (applicant must clearly demonstrate how experience meets requirements)
- Certified Indian Registration Administrator preferred (training will be provided)
- Electoral Officer Training (training will be provided)

RATED REQUIREMENTS:

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Knowledge/Skills/Abilities:

- Working knowledge of the legislation, policies and procedures that impact on First Nations membership and estates.
- Good knowledge of office practices
- High-level computer and word processing skills
- Strong sense of initiative
- Strong communication and public/staff relations skills
- High-level organizational and analytical skills
- Ability to work with tact and discretion in political and personal environment
- Excellent public relations skills, including an appreciation of the need for tact and a positive, cheerful and informed approach with the public
- Thorough and current knowledge of the services, history and traditions of the Curve Lake First Nation
- Displays initiative, strong interpersonal skills and a high level of organizational skills
- High-level appreciation of First Nations Issues

Personal Suitability:

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture, and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is a **Part Time Permanent** position beginning immediately. Hours are flexible from Monday to Friday. Hourly range for this position is \$23.40 – \$25.48 an hour.

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Agnieszka Mlynarz, Human Resources Administrator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Government Service Building
22 Winookeeda Street
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Deadline for Applications: Friday April 12th, 2024 @ 12:00pm (noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.