



Employment Opportunity – Full Time JP-2021-26 shishálh Membership and Indian Registry Administrator

The Position

Under the direction of the Community Services Division Manager, the shishálh Membership and Indian Registry Administrator will support community members with applications for shishálh membership and Indian Registry and status card applications.

The Candidate:

- Maintain an up-to-date Indian Registry Records and shishálh membership list, establishing the eligibility of persons to the Indian status and band membership, collects documents;
- Maintain the membership database listings, filling out forms for new members, issuing status cards, etc.;
- This position will report to and work collaboratively with CMS, to ensure we have accurate data for non-nation residents who are accessing services, or for how many Indigenous but non-nation members reside in the territory and access services;
- Assist with birth/death paperwork of Nation members;
- Provide information for applicants on their eligibility, explain the application process, policies and procedures related to application for membership;
- Attend meetings/gatherings to promote registration of shishálh Nation members;
- Liaise with the Nations legal department to support members in obtaining Wills, Power of Attorney, representation agreements etc.;
- Conduct interviews, prepares letters, documents, forms, respond to inquiries about persons to confirm their band membership and their band numbers, and assist individuals in the completions of forms;
- Perform other tasks within the scope of the position.

Qualifications, Skills and Abilities:

- Grade 12 or equivalent and 1-3 years of administrative experience.
- Completed the Indian Registration Administrator training or willing to complete.
- Demonstrated ability to establish, maintain and produce detailed reports, tables, and spreadsheets.
- Strong presentation and report writing skills.
- Knowledge of and demonstrated ability in corporate core competencies including customer service, communication, teamwork, initiative/self-management.
- Strong interpersonal skills; ability to establish and maintain effective and efficient working relationships with clients and their families, staff and community agencies/ representatives.
- Computer literacy utilizing MS Office software applications at an advanced level.
- Demonstrated ability to use software applications related to IRA, finance, Electronic record keeping.
- Physical and mental ability to perform the duties of this position.
- Good written and verbal communication skills.
- Ability to maintain confidentiality and deal with sensitive situations.
- A valid Driver's License and access to a reliable vehicle.
- Must be willing and able to pass a criminal record check.

If you are interested in the position, please send your resume and cover letter to the Human Resources Department at hr@shishalh.com.

Preference will be given to qualified shishálh members, community members, and other First Nation's members, Inuit and Métis. We sincerely thank all applicants for their interest in the position; however, only qualified applicants will be contacted for an interview.