



## CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

### MEMBERSHIP/LANDS CLERK

**Department:** Lands/Membership Department  
**Reports To:** Lands Manager/Membership Supervisor  
**Term of Employment:** Full-time permanent  
**Hours of Work:** 30 hours per week (8:30am-4:30pm daily – Tuesday to Friday)  
**Level:** Level 3 - (\$22.66-\$28.18 per hour)

#### **JOB PURPOSE**

The primary responsibility of the Membership/Lands Clerk is responsible for delivering membership and lands related administrative services to the Chippewas of Nawash First Nation membership.

#### **KEY DUTIES AND ACCOUNTABILITIES**

- Assist individuals who are applying for life event registration (Status, birth, death, name change, etc.)
- Assist individuals with ancestry letters, residency confirmations and registration confirmations.
- Conduct research for family historical lineages and/or provide forms for ISC genealogical searches
- Examine supporting documentation and identification for accuracy and acceptability and submit applications to Indigenous Services Canada (ISC) for processing
- Advise individuals/governance on membership related policies, processes and regulations as required.
- Ensures the integrity and strict confidentiality of all membership registry information
- Issues, logs and reports Certificate of Indian Status cards as per policy.
- Acquire and maintain an updated working knowledge of the Privacy Act, ISC processes/policies, and regulations/laws that are pertinent to band membership issues.
- Respond to enquiries by mail, phone, email, fax and in-person meetings.
- Make referrals to/with other departments/agencies to assist with band member enquiries/interests
- Compile ancestry letters for Chief's signature as required.
- Co-ordinate the logistics of committee meetings as well as attend and take minutes
- Prepare monthly statistical/narrative reports for committee
- Provide typed committee minutes to the supervisor in a timely manner
- Utilize office equipment (photocopiers, typewriters, computers, printers, cameras, laminators, scanners, phones etc.)
- Provide governance and supervisor with available statistics (populations, residency etc.) as required.
- Intake membership transfer and residency applications and compile and submit council briefings
- Conduct guarantor/ duties, when appropriate, for registration or other event applications.
- Notify the supervisor and ISC of any errors or inconsistencies in event pages or band lists
- Create and maintain a band membership contact list (mailing address, emails, phone numbers)
- Communicate to band members any available decisions or progress updates made on their applications Maintain office equipment and order supplies as required

- Utilize office software (word processing, spreadsheets, databases, picture editors, family trees etc.)
- Assist with maintaining, digitizing and filing all membership, lands and estates files.
- Assist with preparing council briefings and attend council meetings as required.
- Assisting Chippewas of Nawash governance with confirming members for community events, and or community benefit initiatives.
- Perform community outreach events/informational campaigns as required.
- Intake fishing applications, compile/submit related council briefings and compile fishing licence I.D cards for the applicants.
- Obtain information from ISC as required – updates, voters lists, event pages, population statistics
- Notify ISC of any changes to residency status of its members
- Assist in conducting First Nation responsibilities of election processes.(BCR's, EO recruitment, mailing lists)
- Maintain land lessee service fee spreadsheets, compile invoices, intake/receipt payments received
- Assist Lands and Membership Department with general office administrative activities (updating information spreadsheets, maps, lists, band member correspondence etc.)
- Attend training as appropriate and required.
- Attend staff/supervisor meetings as required.
- Maintain a tidy and organized office space.
- Ensure that expenses, claims and timesheets are submitted to the supervisor in a timely manner.
- Performing Administration Office front desk coverage may be required from time to time.
- Other reasonable duties related to the membership and lands department.

## **REQUIREMENTS**

### **Education and Experience:**

- Completion of secondary school or equivalent
- Complete Indian Registration Administrator (IRA) Training or willing to be trained

### **Designations, Licences & Requirements:**

- Valid Ontario Class 'G' Drivers Licence
- Acceptable recent Criminal Record Check
- Certification in New WHMIS 2025, Occupational Health & Safety Awareness, Workplace Violence & Harassment Training, COVID-19 Health & Safety, Health & Safety Overview or ability/willing to obtain

### **Knowledge, Skills and Abilities:**

- Strong computer skills (Microsoft Office Suite)
- Be highly detailed oriented with proven organizational and time management skills
- Strong records maintenance skills to maintain digital and paper filing systems
- Ability to complete required duties with minimal supervision
- Ability to retain knowledge and utilize it in daily tasks

## **PROBLEM SOLVING & COMMUNICATION**

- Excellent written and verbal communication and customer service skills for interacting and building and maintaining relationships with internal and external individuals and drafting correspondence
- Solve problems and gather evidence to make recommendations with minimal supervision
- Strictly adhere to high confidentiality and handle private and sensitive matters/documents with discretion and tact
- Conflict resolution for handling difficult situations and or persons
- Professional and positive attitude
- Able and willing to take direction from the supervisor

## **DECISION MAKING & IMPACT**

- Work with supervisor in planning and developing policies and procedures
- Make recommendations to the supervisor and governance based on best practice, policies, procedures, acts, codes, legislation that provides the least amount of risk to the organization

## **SAFETY RESPONSIBILITIES**

- Ensure thorough understanding of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure using prescribed protective equipment and/or devices for safety and setting example
- Follow reporting procedures for potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of self and others

## **STAFF REPORTS**

- No direct reports, but may be required to show others how to perform tasks

## **WORKING CONDITIONS**

1. **Physical Demands** – Frequent periods of sitting work position. Lifting and carrying of some objects not exceeding 35 pounds (file boxes). Must be able to climb stairs.
2. **Environment** – Mainly an office environment and indoor locations with some exposure to outside during travel. Exposure to undesirable scents/smells and hazardous material including, but not limited to cleaning supplies.
3. **Mental Effort** – Frequent periods of short duration and/or occasional periods of sustained duration of attention to detail for accuracy in reporting and meeting deadlines.
4. **Position Type/Expected Hours of Work** – Regular full-time hours of 37.5 hours per week and requires availability to work some evenings, weekends and holidays.

**This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.**

**I hereby acknowledge and agree to comply with the above job description necessary to fill the position.**

\_\_\_\_\_  
**Employee Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Name**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**