

Indian Registry - Assistant Administrator

Employer: Ketegaunseebee Garden River First Nation

Posted: 13 months ago

Closing Date: March 23, 2023

ES Job ID: 13995

Location: Garden River

Sector(s): Office & Administration

Duration: N/A

Job Description:

Position: INDIAN REGISTRY - ASSISTANT ADMINISTRATOR

Starting Range: \$18.25 - \$22.82 (Pending Education & Experience)

Location: ADMINISTRATION BUILDING

Report to: GOVERNANCE SPECIALIST

The Indian Registry Assistant Administrator is responsible for maintaining, updating, and preserving the integrity of the Indian Register by assisting the Indian Registrar in maintaining the integrity of this information contained within the Indian Register. All individuals who have responsibility for maintaining the Indian Registrar must also ensure compliance with the Access to Information and Privacy Act by acknowledging that the information contained within the Indian Registration System is personal information and protecting the release of any personal information obtained by the IRS.

DUTIES:

- Assisting with researching and then taking appropriate action in regard to events (births, deaths, marriages, divorces) which affect the Indian Register, including Band lists if applicable;
- Obtaining and examining supporting documentation and signatures for each event reported to determine that they adhere to department policy for registration purposes;
- Supporting the preparation of monthly reports of all reported events
- Supporting the review and determination of any inconsistencies in the Band Indian Register and advising the Department of any changes
- Inputting information in First Nation Data Base System
- Performing other duties as may be required or assigned

Required Skills:

- Preferred two-year college diploma in related field
- Required two-year related experience
- Related experience including IRA Training and/or willingness to obtain on the job
- Required specific training through INAC for Indian Registry Administrator
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to be consistent and display a positive/helpful attitude;
- Willingness to accept changes in work practices and technology;
- Ability to work under pressure to meet deadlines;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Ability to report for work as scheduled;
- Ability to attend work regularly;



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- Must undergo a criminal record check prior to employment (At applicant expenses).

How to Apply:

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by:
March 23rd,
2023@ 4:30pm. Please address the envelope and/or email "I.R.A.A-2023-18" and submit to:
Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org
Fax: 1-705-945-1415

The Indian Registry Assistant Administrator under the Governance Department functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

SAULT STE. MARIE
WEBINQUIRYSSM@SAULTCOLLEGE.CA
705.945.0705

477 Queen Street East, Suite 203
Sault Ste. Marie, ON P6A 1Z5

BLIND RIVER
WEBINQUIRYBR@SAULTCOLLEGE.CA
705.356.1611

1 Industrial Park Road, Suite 205
Blind River, ON P0R 1B0



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