



# Fort Nelson First Nation

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## INTERNAL/EXTERNAL POSTING

|                        |                                    |                       |             |
|------------------------|------------------------------------|-----------------------|-------------|
| <b>Job Title:</b>      | Permits and Referrals Clerk        | <b>Posting #:</b>     | 28-2024     |
| <b>Department:</b>     | Lands, Resources and Treaty Rights | <b>Grade:</b>         | 3 L1        |
| <b>Supervisor:</b>     | Lands & Resources Manager          | <b>FTE:</b>           | 1.0         |
| <b>Key Duties:</b>     | Support, Programs, Services        | <b>Starting Rate:</b> | \$25.15/hr. |
| <b>Effective Date:</b> | Immediate, full time permanent     | <b>First Posted:</b>  | 2024-06-19  |
|                        |                                    | <b>Closes:</b>        | 2024-07-16  |

### Job Scope

Reporting to the Land & Resources Manager, the Permits & Referrals Clerk is responsible for the administration and delivery of Fort Nelson First Nation's (FNFN) Permits & Referrals program. The employee, through their positive engagement with others and their job activities, will support lands knowledge integration and values, respecting culture and community. This employee will engage with internal and external stakeholders in the delivery of assigned services and, as an integral part of the FNFN Lands team, will review and assess and provide responses to on/off-reserve permit applications for land use activities within the FNFN territory.

As FNFN's primary land and treaty rights stewardship body, the Lands department is responsible for ensuring that FNFN's Lands and Natural Resources interests are represented, and that Treaty Rights are respected are able to be exercised. This employee will assist with the following accountabilities within the Lands department's scope of responsibilities:

- 1) Intake and assessment of permits and making referrals;
- 2) Input on land use strategy for FNFN territory;
- 3) Input on land, resource and treaty rights policies, protocols and procedures;
- 4) Arrange meetings with traditional land users belonging to FNFN and provide efforts to assist with protecting Treaty Rights and their freedom to protect those rights;
- 5) Communicate with external stakeholders - government and industry - ensuring FNFN interests clearly and appropriately articulated;
- 6) Monitor compliance by all parties with Treaty Rights and the policies and procedures of the FNFN;
- 7) Analyze the impact of land use practices and report on same, recommending action as appropriate.

This employee provides direct assistance that supports planning, coordinating, and implementing permitting and referrals activities and includes related department work offloading to backfill other needs, program/service area management and administrative support. Other related duties as required and assigned.

### Candidate Profile

The Permits & Referrals Clerk is a professional, ethical, well organized, and responsible individual who ensures the protection and confidentiality of privacy protected matters of our clients - information protected by law. The Clerk adheres to governing legislation, and employer policies and procedures, and works with other staff



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to form a positive and supportive team work environment. The Clerk embraces liaising with individuals, scheduling appointments, meeting deadlines, keeping meeting minutes, handling multiple tasks simultaneously and prioritizing a busy workload. The Clerk has developed an awareness and understanding of the permitting and referrals processes, and is skilled at communicating information to both internal and external stakeholders. This individual has good interpersonal skills including good listening skills to gather information and to ask questions in order to carry out assigned tasks and to provide routine information to others. Through previous work experience, the Clerk has demonstrated good organization and time management skills, and excellent written and verbal communication skills. This individual communicates with the supervisor, co-workers, funders, various stakeholders, and any community member accessing assigned services. Communications vary and will include: to obtain information from stakeholders for permitting and referral processing, client information, supplier information, supplies, tools, equipment and/or advice or help to solve problems or issues.

### Preferred Qualifications

#### Experience:

- Two to three (2-3) years' experience in an administrative assistant role
- Experience working with privacy protected information and attention to confidentiality
- Experience with filing systems, record keeping and report writing
- Experience preparing agendas and taking notes.

#### Knowledge:

- Mature individual with a minimum grade 12 high school diploma; supplemented by completion of post-secondary education

#### Skills:

- Good documentation skills (includes business documentation).
- Good interpersonal skills and ability to interact well with employees and the public
- Good organizational skills
- Excellent communication skills (written and oral)
- Strong computer skills and able to use MS Office Suite applications and web-based conferencing platforms (Zoom, MS Teams, etc.).

#### Abilities:

- Ability to handle competing priorities and meet deadlines; will benefit from a high degree of resourcefulness, flexibility and adaptability
- Ability to listen to understand and ask questions for clarification

#### Other (required):

- No barriers to working with any member of the community and their family representative(s)
- Compliance with BC Immunization program, TB Screening, and FNFN's COVID-19 vaccination policy.
- Satisfactory completion of a police information check.
- Ability to provide own transportation to work.
- Valid Class 5 BC Driver's License and Drivers Abstract.



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## Optional (assets):

- Understanding of the permits and referrals process.
- An awareness and understanding of off reserve lands issues.
- Ability to speak Dene and/or Cree.
- Other certificates such as: WHMIS, First Aid.

## Work Conditions

This work takes place Monday to Friday, 8:30 a.m. – 4:30 p.m., excluding holidays. A flexible work schedule may be required occasionally. Manual dexterity is required to use computers and peripherals. May periodically work in outdoor environments. Driving/travel is a requirement, must be willing to drive to multi-sites, this may include travelling in winter road conditions and out of town.

## Compensation

**Remuneration:** Competitive hourly wage, 35-hour standard work week, comprehensive benefits (health/dental, insurances, weekly indemnities), pension, and 3 weeks vacation. Rate offered to the successful applicant is pending certification(s), experience, knowledge, skills, abilities and other attributes.

**Lifestyle:** This unique work opportunity offers a life experience in one of the most beautiful and affordable places to live in Canada. Fort Nelson is a regional municipality with year-round indoor and outdoor recreation and cultural activities. Explore the 'Serengeti of the North' in our super natural Northern Rockies, British Columbia!

## Application Instructions

**Closes:** July 16, 2024 at 11:59 p.m. \*Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: [recruitment@fnnation.ca](mailto:recruitment@fnnation.ca)

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply. \* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.