



# Snuneymuxw

First Nation

[www.snuneymuxw.ca](http://www.snuneymuxw.ca)

## JOB POSTING

### Membership Registration Administrator

Full-time, Permanent

Wage: \$23.00 - \$26.50 per hour depending on qualifications and experience

#### JOB SUMMARY

Under the direction of the Human Resources Director, the Membership Registration Administrator is responsible for leading the Registration program in accordance with the Indian Act and Snuneymuxw First Nation policies and procedures. This role ensures the accuracy and integrity of the Membership Registry and supports First Nation members in accessing registration and status card services including registration, lands, wills/estates and associated documentation as required.

#### DUTIES & RESPONSIBILITIES

As the Membership Registration Administrator, you will be responsible for the following duties:

##### Registration Management

- Ensure all entries in the member database are accurate and up to date including births, deaths, marriages, Bill C-3 (gender clause), Bill C-31 (aboriginal identity) divorces, band number, category, and personal information changes.
- Oversee the documentation and reporting process of the above information in addition to transfer amendments being delivered to Aboriginal Affairs Canada in a timely manner.
- With the support of the Membership Registration Assistant; provide quantum letters for members and students seeking bursaries or scholarships, as requested.
- Conduct semi annual audits of the membership database through direct member contact for the purposes of verifying existing information and obtaining updates/changes to all relevant database fields for themselves and applicable family members.

##### Indian Registration & Band Lists Program Support

- Support clients in or conduct investigative genealogical research (for membership & pension purpose) through archival material, census records and church records to support applications for registration as a status Indian.
- Establish an efficient and effective event reporting system for capturing documents gathered in support of registration and schedule a monthly reporting cycle of all events (or a nil report) submitted to the department. Ensure that events reported have been correctly entered into the Indian Registration System.
- Validate that all supporting documents, including birth, death, marriage, and divorce certificates meet the criteria for registration purposes.



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- Confirm accuracy of data with Indian Registration Administrators (IRA's) of other bands before reporting an event affecting those bands and by sending those IRA's a copy of the documents submitted to the department on behalf of those bands.
- Ensure that a copy of the band change reports are posted in the band office monthly for a period of three (3) years as required by the *Indian Act*. (This only applies to Section 11 bands.)
- Oversee forwarding of appropriate documentation and data entry to the region in support of recommendations requiring the approval of the Registrar in Ottawa and note any inconsistencies in the band's Indian Register. Advise the department of any required changes.

## **Indian Status Review Assistance**

- With the support of the IRA Assistant, through verbal and written communication with applicants and/or their representatives, review applications for Indian status (SFN only) by conducting research and obtaining appropriate documentation to determine kinship relationships with individuals who are already registered.
- Ensure information is provided to applicants on the application of the Indian Act and departmental policies and procedures related to application for Indian status, including information on decisions made.
- Review all applications and supporting documentation completed by IRA team for registration before they are forwarded to the appropriate registration authority.

## **Issuing of Status Cards to Registered Indians Support**

- With the support of the IRA Assistant, issue status cards to registered Indians in accordance with IRA departmental policies, processes, and procedures by ensuring the applicant has completed an application form and has provided the appropriate identification and picture to process the application.
- Verify the information provided on the application form and ensure the information is consistent with the information contained within the Indian Register. Maintain departmental standards of the timely processing of applications and issuance of Certificates of Indian Status.
- Develop a system for the monthly submission of Record Certificates of Indian Status (status cards) issued and provide a copy of the completed status card applications to the IRA.
- Aid and support the IRA Assistant or member directly; in the completion of Secure Certificate of Indian Status (SCIS) applications and certification of supporting identity documents.

## **Indian Register Administration Assistance**

- Ensure the integrity of the Indian Register is always maintained through developing and implementing security control systems for all Indian registration information and documentation in SFN custody.
- Maintain security protocols by ensuring the Indian Register, Black Registry Pages, blank Certificates of Indian Status (status cards) and any other Indian registration materials are always in a locked filing cabinet.
- Restrict access to Indian registration records so that persons wishing to obtain information will only have access to personal information that specifically relates to them.



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- Always maintain an effective and efficient filing system.
- Regularly review the administration of Indian Registration Program to determine any aspects that need improvement. Discuss improvements with HR Director in advance of implementing new procedures.
- Follow IRA policies, processes, procedures, and directives in performing duties and responsibilities as a Senior Indian Registration Administrator.
- Provide all pertinent Indian registration files and records to an IRS (Indian Registration Specialist) representative so they can be audited for accuracy and completeness.
- Ensure prompt implementation and follow any recommendations made by the representative regarding the administration of the Indian Registration Program.
- Maintain contacts with the Indian Registration Administrators at other bands and tribal councils to facilitate the collection of documents and to ensure that individuals entitled to be registered as Indians are registered in a timely manner.
- Attend hands-on-training sessions when recommended by the IRS (Indian Registration Specialist) representative.

## **Other Duties Support:**

- Provide training and support to Membership Registration Assistant(s).
- Act as a liaison between the First Nation and Indigenous Services Canada (IS)
- Develop and maintain a close working relationship with Kw'umut Lelum, Health Canada., Non-Insured Health Benefits, the BC Vital Statistics Agency, Immigration Canada, U. S. Immigration and any other federal and provincial government departments and agencies that provide services to First Nations clients.
- Lead membership support with the annual Christmas distribution (and others as applicable) by ensuring tasks related to Indian Registration & Member Services are completed with accuracy and efficiency.
- Other duties as assigned.

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED**

- A post-secondary diploma or degree in Community Studies, Business or Office Administration is preferred. Other related post-secondary education will be considered.
- Minimum 3 years related experience, preferably including direct experience with membership registration policies and procedures.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of Coast Salish First Nations culture, traditional customs, aspirations and of programs and services available to registered First Nations is an asset.
- Strong understanding of social, economic, political, and historical concerns in Indigenous communities is an asset.



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- Dependable, enthusiastic, versatile, and responsible.
- Experience leading/overseeing registration administration or a related field.
- Team building, developmental and leadership focused.
- High attention to detail, accuracy, meeting deadlines and working well under pressure.
- Strong analytical and problem-solving skills.
- Ability to delegate, multi-task and prioritize and organize work accordingly.
- Excellent interpersonal and verbal/written communication skills; including presentation skills.
- Proficiency in data management systems and various office software, applications, i.e. Word, Excel, MS Outlook and other.
- High standards of ethics and confidentiality to handle sensitive information.
- Collaborative, decisive, and able to work independently.
- A commitment to ongoing professional development and continuous learning.

## WILLINGNESS STATEMENTS

- You are required to provide proof of your certificates and professional designations.
- You will be subject to a satisfactory reference check and criminal record check.
- You must maintain strict confidentiality in performing the duties of this position.
- The incumbent must adhere to Snuneymuxw First Nation's policies and procedures.
- Required to attend and complete training courses/programs as directed
- When an emergency or traumatic event occurs within the Snuneymuxw First Nation community, the incumbent may be called upon, outside of work hours.

Please submit your current resume and cover letter to:

[hr@snuneymuxw.ca](mailto:hr@snuneymuxw.ca)

**Application Deadline: February 4, 2025 at 11:59PM PST**

## Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

### Achievement

Deliver what matters  
Ensure clarity of direction and unity of purpose  
Inspire excellence and strive for outstanding results

### Collaboration

Work together to build successful teams and partnerships  
Be open, inclusive and share knowledge



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**Community  
Commitment**

See, provide, and act on feedback  
Know our community and put them first  
Listen to and understand community needs  
Be responsive, close the loop and deliver on promises

**Integrity**

Own your actions, successes, and mistakes  
Act with transparency, honesty, and respect  
Do what you say you will do

**Innovation**

Look for ways to improve and create positive change  
Think broadly and take a wider viewpoint  
Be responsive to new ideas and opportunities