



Position	Citizenship, Vital Statistics and Genealogy Records Coordinator
Department	Negotiations
Supervisor	Manager, Negotiations
Wage / Salary Range	\$30-\$35 per hour depending on skill and experience
Status	Full-Time
Location	Taku River Tlingit First Nations - TRTFN (see working conditions)
Date created	July 22, 2024
Date Edited	August 27, 2024
Date Posted	
Closing Date	Open until filled

POSITION SUMMARY

The Citizenship, Vital Statistics and Genealogy Records Coordinator is an essential role for the Taku River Tlingit First Nation as a Section 10 Indian band. This role is responsible for maintaining and updating the Membership list, notifying applicants of eligibility, supplying information concerning the Membership code, communicating and arranging meetings of the Membership Commission in accordance with the Membership Code and helping citizens renew or apply for their Secure Certificate of Indian Status. This role also has a Data Management component. Examples of personal data may include but are not limited to age, gender, status, clan etc. This data needs to be appropriately managed in both digital and paper formats, on platforms such as Ancestry.ca, AIS Database, IRA file folders and other related documents.

ABOUT TAKU RIVER TLINGIT FIRST NATION

The TRTFN is situated in its traditional lands in the idyllic community of Atlin, British Columbia. The TRTFN is governed through the adoption of a traditional Tlingit clan system of governance. The TRTFN is moving forward as the responsible decision makers of their territorial lands and waters. The TRTFN territory covers over 40,000 sq/km and includes what is now known as British Columbia, Yukon, and Alaska/US. Its territory contains high mountains, expansive forests rich with wildlife and salmon filled wild rivers. As responsible decision makers, the TRTFN is embarking on a course necessary to ensure the continuation and advancement of its rights and interests in all matters impacting the traditional territory. This will assist the TRTFN in ensuring the preservation of what is Tlingit.

WORK THAT MATTERS

You are passionate about improving outcomes for First Nations people. You enjoy working as part of a team and can deliver individual results. You thrive in an environment which allows you to make a high impact towards the future of a First Nations Community.

LIVING IN ATLIN

Atlin, the small community of approximately 470 people, is in northwestern British Columbia, Canada. It is located on the eastern shore of Atlin Lake (the name comes from Áa Tlein, the Tlingit language word for "big body of water"), surrounded by mountains and connected to the Yukon via a hard surfaced, all-season maintained road. There are two small grocery stores, a post office, government agent, nursing station, an RCMP detachment, several churches, K-12 public-school, day-care facility, a volunteer fire department, museum, marina, small airport, parks and playgrounds, laundromat, gas stations, as well as

restaurants and accommodations for tourism and local needs. Communication is via landline and satellite, although there is a proposal in place to bring fibre optic and cell service to the area. In addition to continued placer gold mining, Atlin offers its residents and visitors activities such as sightseeing, fishing, hiking, camping, as well as many arts and entertainment events.

DUTIES AND RESPONSIBILITIES

Summary of different 'categories' of responsibilities:

Citizenship & Vital Statistics Duties

- Manages, upkeepes and secures the citizenship list and citizen data, both physical and digital.
- Ensures citizen data such as Addresses, Clan and other details are up to date.
- Produces mailing labels when requested using AIS software
- Produces Citizen data reports when requested using AIS software
- Provides an up-to-date voters list for spokesperson and clan directors elections
- Manages new citizenship applications, assists Tlingit people in their application
- Perform vital statistics analysis when requested using AIS database
- Update and maintain the TRTFN Ancestral Research data
- Ensures utmost confidentiality is practiced when handling all citizenship data
- Follows requirements of the membership code, working with Membership Committee (Commission) and Elders council when applicable.
- Participate in the membership code revisions project.

Indian Registration Administrator Duties

- Performs all duties of an Indian registration administrator including but not limited to, Indian Status application, status card application and renewal, statutory declarations, monthly reports to Indigenous and Northern Affairs (INAC) etc.
- Complete the necessary training to become an Indian Registration Administrator (IRA)
- Liaises with INAC on all IRA related duties
- Spends a minimum of one day each week in Atlin performing IRA-specific duties

Genealogy Records Duties

- Assist reconnecting Tlingits in their search for family and information. This can be done in several ways, such as photos, family tree info, historical documents etc.
- Provide letters of confirmation when requested, for status, blood quantum, lineage, and membership.
- Create and provide personal ancestry tree for citizens when requested

Other duties

- Other duties as agreed upon by Manager.

QUALIFICATIONS

- Candidates must have an in-depth understanding of the impacts of colonialism, inter-generational trauma, and the ways it is manifested, and must be comfortable communicating with citizens from all walks of life.
- Proven ability to complete tasks under pressure with frequent interruptions, be flexible, prioritize work and meet deadlines.
- Demonstrated ability to exercise good judgment, tact and discretion when handling sensitive and/or confidential matters.
- Ability to compose routine correspondence using clear, concise language, maintaining accuracy and attention to detail.
- Ability to work effectively, independently and in a team environment
- Attention to detail is important
- Preference will be given to Taku River Tlingit First Nation Citizens

EDUCATION

- Grade 12 or equivalent
- Knowledge of Taku River Tlingit First Nation history and family group

EXPERIENCE

- Minimum two (2) years of experience in a relevant role
- Computer skills such as but not limited to, Excel, Databases, Word, Outlook

TRAINING REQUIRED - All employees are expected to participate in many types of training – some of them annually. Topics would include:

- Trauma Informed Care
- Lateral Kindness
- Workplace harassment and Violence prevention
- WHMIS 2015
- Suicide Intervention (all H&W staff)

TRAINING PROVIDED

There are different areas of training required for this role. Some training will be provided by the Transition Advisor & Trainer, while other training is provided by Indigenous Services Canada (ISC). Work Safe BC and other mandatory training for all TRT positions is provided through HR's onboarding process.

- AIS (TRTFN citizen database)
- IRA (Indian Registry Administrators)
- Membership Processing & Appeals
- Ancestry & Lineage / Genealogy
- Lineage letters of confirmation

COMPETANCIES

- 1 Problem solving – Resolves difficult or complicated challenges in a timely fashion.
- 2 Communication – Listens to others and communicates in an effective manner.
- 3 Planning and Organization – Record keeping, and all tasks are done in an organized manner
- 4 Confidentiality – Demonstrates ability to exercise good judgment, tact and discretion when handling sensitive and/or confidential matters

5 Thoroughness – Ensures that work is complete and accurate; independently follows up with others to ensure that agreements and commitments have been fulfilled.

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license
- Clean Drivers Abstract
- Criminal Record Check
- References

WORKING CONDITIONS

- This position is full time (72 hours per two-week period) and requires the incumbent to spend a minimum of two days per week in the Whitehorse office, one day per week in Atlin with the remainder of the work time spent in some combination of Whitehorse, Atlin and home based as per a schedule arrived at and agreed to by the incumbent and Negotiations Manager.

BENEFITS

- After 3 months of probationary period, benefits include extended medical, eyewear, dental coverage as well as an RRSP matching plan.

APPLICATION PROCESS

To submit a resume and cover letter or obtain further information contact: Email: careers@gov.trtfn.com and senior.negotiator@gov.trtfn.com titled: Citizenship, Vital Statistics and Genealogy Records Coordinator – Application

No Phone calls will be entertained.

We thank all those who apply but only those who are being considered will be contacted.

Preference given to Taku River Tlingit First Nation Citizens.

We are only able to accept applications from permanent Canadian residents.