

Job Title:	Referrals Clerk	Job Category:	Clerical
Department/Group:	Natural Resources	Job Code/ Req#:	4250
Location:	1420 Hwy 3 Cawston	Travel Required:	Minimal
Salary Range:	\$23.00-25.00	Position Type:	Full time
HR Contact:		Date posted:	
Will Train Applicant(s):	N/A	Posting Expires:	When filled
Resumes & Cover Letter accepted by:			
E-mail: diane.wood@lsib.net		Mail: Lower Similkameen Indian Band	
Attention: Diane Wood		Box 100 Keremeos, BC V0X 1N0	
		Attn: Diane Wood	

**LOWER SIMILKAMEEN INDIAN BAND
REFERRALS CLERK**

PROGRAM

The Natural Resources Department is responsible for the overall health, conservation, protection and stewardship of the lands and waters within the traditional territory of the Lower Similkameen Indian Band. The Department employs office staff with a variety of skills and duties as well as field technicians. The Department routinely collects, manages and secures sensitive data from a variety of sources to support its work.

PURPOSE OF THE POSITION

To assist in the effective and efficient delivery of program services and work plans supporting the Natural Resource Department overall. This position works with all team members to maintain a healthy, productive workplace.

SUPERVISION RECEIVED

The Referrals Clerk operates under the direct supervision of the Title & Rights Natural Resources Manager and under the daily guidance and direction of the Senior Referrals and Field Crew Supervisor (SRFCS).

SUPERVISION EXERCISED

The Referral Clerk does not supervise employees.

DUTIES AND RESPONSIBILITIES

- Reads all incoming referrals through the CKK program that are within LSIB Area of Responsibility (AOR), and assigns referrals to appropriate staff
- Creates and maintains project related files, records, manuals and other documents
- Maintains and updates filing, mailing and departmental database systems.
- Drafts letters, spreadsheets, contracts and other documents
- Operates and maintains electronic records management systems

- Gathers, analyzes and prepares data for reports
- Coordinates meetings and prepares agendas and packages for departmental meetings under the guidance of the SRFCS or Manager
- Records and distribute minutes for departmental/program service meetings
- Participates in special initiatives (e.g., workshops, training) and assist with strategic, policy and operational guidance to ensure appropriate planning to mitigate economic, social and environmental impacts of proposed projects
- Attends departmental meetings, staff meetings and events as required
- Maintains strict confidentiality and exercise sound judgment and discretion when dealing with sensitive issues
- Carries out other duties essential to the position as directed by the Manager

FINANCIAL RESPONSIBILITY

The Referral Clerk does not have financial responsibility.

EDUCATION AND EXPERIENCE

- Grade 12 graduation or GED
- Knowledge in Natural Resources and Title and Rights issues
- 3 years general office experience or an equivalent combination of education and experience
- Experience developing and preparing a variety of written reports, spreadsheets, presentations and other documentation independently and from written and verbal instructions with Microsoft Office programs
- Experience coordinating meetings, preparing agendas and taking minutes is an asset
- Valid Class 5 driver's licence is required
- Clean criminal record check required

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of Geographic Information Systems (GIS) and mapping systems
- Knowledge of fundamental Indigenous Knowledge, process, protocols and practices
- Proficient computer skills in Word, Excel, Outlook Power Point and data base programs
- Advanced organizational skills with a very high attention to detail
- Advanced verbal and written communication skills; including effectively communicate and respond to routine requests or inquiries from LSIB staff/members and stakeholders when directed
- Ability to provide, obtain or follow clear, concise and accurate information orally and in writing (including spelling, grammar, context and structure)
- Ability to establish and maintain respectful, cooperative and productive working relationships with a variety of individuals to complete work assignments
- Ability to work independently with limited direction, act on own initiative, set own priorities and meet deadlines
- Strong work ethic including the ability to take initiative; attend work on a regular and consistent basis, and to demonstrate a collaborative approach to problem solving

COMMITTEES

The position may sit on committees as required

OTHER FACTORS

Culture/Language

Respect and knowledge of the Syilx culture.

Personal Attributes

The Clerk maintains strict confidentiality in performing his/her duties and demonstrates the following personal attributes: Integrity, Respect, Trust, Honesty, Compassion, and Accountability.

WORKING CONDITIONS

Physical Demands

- Extended periods of desk work and using a computer and other office equipment
- Bending or stooping
- May be required to attend meetings and community events outside of normal office hours and may be required to travel out of town for meetings
- Willing to work outside or in the field if needed in all types of weather

Tools/Equipment

- Office tools and equipment such as computers, laptops, scanners, photocopiers, calculators, fax machines, telephone system, and sets-up audio-visual equipment for teaching purposes
- Computer applications such as databases, electronic mail, spreadsheets, word processing, and power point

Time Management

Frequent project deadlines with concurrent deliverables

COMPETENCIES

Core Competencies

Respect/Collaboration
Trust & Honesty/Building Trust
Compassion
Accountability/Taking Initiative

Conflict Management
Customer Service
Delivering Results (Productivity and Personal Growth)
Functional Knowledge and Skills
Teamwork and Co-operation
Communication (Written and Oral)
Technology

Clerical Focused Competencies

Planning, Organizing and Co-ordinating