

## MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

**Title:** MISD – Membership Registrar / Intake Person

**Department:** Montana Integrated Services Department **Closes: UNTIL A SUITABLE CANDIDATE IS FOUND**

Montana First Nation is seeking a highly motivated individual to work as the Montana Integrated Services Department of Human and Health Services (MISD) *Membership Registrar / Intake Person*. Reporting directly to the MISD Integrated Human Services Manager, the MISD Membership Registrar / Intake person has the overall responsibility to organize and operate the Membership department in a professional manner. The Registrar is required to process membership applications in the form as prescribed by the regulations and to forward to Chief and Council and administration.

### Duties and Responsibilities:

#### Membership Registrar

1. Analyze all government legislations regarding membership and report to the same to Chief and Council
2. Establish working relationship with Samson, Ermineskin and Louis Bull reserves Membership registrar in Maskwacis, and develop a working committee
3. Chair band meetings when regarding membership. Assist Council in answering questions pertaining to membership
4. Review and make recommendations on applications for membership and ensure that any recommendations are forwarded to Council for a decision
5. Conduct and organize workshops for Council, band membership on Membership Laws
6. Attend all meetings pertaining to membership department
7. Receive registrations for marriage, birth, death, membership applications, and statutory declarations where applicable
8. Submit monthly reports to Chief and Council, Band Administrator and ISC as matter of information
9. Authorize letter of identification, verification and withdrawal from band membership
10. Receive and forward all information/process pertaining to application of age of majority for band membership
11. Assist membership in applying for pension, widow pension plans, home heating programs and other grant applications available
12. Assist band members in process of opening a trust, joint or regular savings account if requested
13. Regarding membership receive telephone calls and visitors, identify urgent and important inquires and arrange for appropriate action

#### INTAKE PERSON

1. Conduct intake and processing of all MFN/MISD program applicants
2. Assist members to access our one-window approach to service delivery and navigate programs and services
3. Must learn all MISD programs and services in order to properly triage clients seeking services
4. Ensure all applicants to MISD programs have an initial intake profile to be passed on to MISD Social Worker Generalist/Case Planning team
5. Assist MISD with members Identification, registration and coordinate on and off reserve member needs
6. Provide statistical data to MISD on member demographics and socio-economic status to inform development of programs and services
7. Assist MISD team with planning, delivery of programs and services for MFN members
8. Assist MISD team with planning, budgeting and implementation of programs and services for MFN members

### Qualifications and Requirements:

- Must possess minimum of High School graduate with relevant courses / training in administration, research or introductory laws
- Successful completion of post-secondary education is preferred
- Five (5) years experience working with a First Nation is preferred
- Must be proficient with the use of computers, including Microsoft Office Suite (Word, Excel, PowerPoint), and internet usage
- Valid 5 Class Driver's license and reliable transportation
- Must maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures
- Knowledge of the Cree language and culture is an asset
- Must have excellent multi-tasking skills, excellent verbal, written & communication skills
- Ability to work independently with good organizational, time management and prioritizing skills
- Knowledge of the use of common office business machines and procedures
- Must maintain strict confidentiality and willingness to sign and abide by Oath of Confidentiality.

Please send your **Cover Letter**, **Resume**, **Criminal Record Check**, **Child Welfare Check**, and **3 Employment References** to:  
HR Generalist – Montana First Nation PO Box 70, Maskwacis AB, T0C 1N0 Phone:780-585-3744 ext.247 Fax:780-585-3264  
Email: [ryanpotts@montanafirstnation.com](mailto:ryanpotts@montanafirstnation.com)

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver's License and all documents of proof of Education. Thank you!