



**Qalipu**  
FIRST NATION

## **Employment Opportunity**

**Job Title:** Secure Card of Indian Status (SCIS) Clerk, Permanent Full Time

**Location of Position:** Corner Brook, NL

**Hours of Work:** 35 hours weekly

**Rate of Pay:** \$30,000.00/per annum

**Job Description:** The SCIS Clerk will be responsible to assist members applying for and renewing their SCIS Cards. The SCIS clerk will also be responsible to provide secretarial and administrative support to management.

### **Responsibilities:**

The SCIS Clerk will be responsible to assist members with the completion of applications for status cards.

Verify the information provided on the application form, ensuring that the information is consistent with the information in the Indian Register

Ensures that the integrity of the Indian Registry Program is maintained at all times

Develop and implement control systems for all Indian Registry information and documentation

Restrict access to the Indian registry records so that persons wishing to obtain information have access only to the information that specifically applies to them

Maintain an effective and efficient filing system

Implement the recommendations of Indigenous Service Canada regarding the administration of the Indian Registry Program

Develop and maintain productive relationships with Indigenous Service Canada and any other partners to facilitate the collection of documents and to ensure that all individuals entitled to registration are registered in a timely manner

Follow departmental policies and procedures

Provide secretarial and administrative support

Provide relief at Reception

Perform other duties as required

**Qualifications:** The successful applicants will demonstrate strong analytical capabilities, effective writing skills and demonstrate strong interpersonal and communication abilities. Knowledge of word processing, databases, and spreadsheets, with proficiency in the operation of computers, voice messaging systems and other office equipment is required.

**Education:** Completion of a post-secondary education in Office Administration, Business Administration, or another related field.

**Experience:** 2-3 years of experience working in a client/customer-based environment. Experience working with client files and data management systems would be an asset.

**Working Conditions:** This position is office based. The duties are predominantly met during regular business hours. Some overtime work and changes to scheduling are required at specific times throughout the year.

**Apply:** Please apply electronically using MS Word with a cover letter, resume and three business references to: [jobopportunities@qalipu.ca](mailto:jobopportunities@qalipu.ca) subject line **"SCIS Clerk"**

Qalipu Mi'kmaq First Nation  
Attention: Mrs. Janet McAuley, Office Manager  
3 Church Street Corner Brook, NL  
A2H 2Z4

**Deadline for receipt of Cover Letter and Resume:** Tuesday, March 3rd, 2020 at 4:00 P.M.

**Please note:** The successful applicant will be required to provide a Code of Conduct with a vulnerable sector query along with diplomas and certificates for Post-Secondary Education.

QFN is an equal opportunity employer, in situations where candidates have equal credentials, preference will be given to aboriginal candidates. If you are a member of Qalipu First Nation, please indicate it in your cover letter.

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