



huu ay aht

ANCIENT SPIRIT, MODERN MIND

**Full-time Position:** Registry Clerk

**Term:** 4 years

**Location:** Port Alberni and Anacla Government Office

**Salary:** \$48,000 - \$58,000

**Authority Relationship:** Director of Government Law & Implementation

**Job Summary:** The Registry Clerk will establish, maintain, and manage the citizen registry for the Huu-ay-aht First Nation. This position will work closely with the Law Clerk to ensure that legislative and Executive Council records are current and accessible on the Huu-ay-aht First Nation Website. Additionally, the role will include the management of the Primary Indian Registry Administration (IRA), oversight of citizenship statistics, and the issuance of citizenship cards. The position will also ensure confidential documents are handled with care, support committees, and prepare and distribute records for committee meetings.

**Responsibilities:**

**Citizen Registry Management:**

- Work with the Law Clerk to establish an updated digital citizen registry for Huu-ay-aht First Nation members.
- Ensure Citizen Registration forms are correctly completed, working with the applicant on the application.
- Supporting the Hawaii Clerk in ensuring the house designation information is current.
- Ensure that the digital registry is current, accurate, and compliant with relevant regulations.
- Ensure that citizenship records are readily accessible, secure, and easily managed within the digital platform.
- Update and maintain citizen folders: Ensure all relevant citizen information, including personal details, address changes, certificates, and personalized correspondence
- Address Changes: Process and update address changes in citizen records
- Return Mail: Monitor and manage return mail for undeliverable communications, ensuring proper follow-up and address updates.

**Citizenship Statistics & Cards:**

- Track and maintain up-to-date citizenship statistics, including the number of registered citizens, demographic breakdowns, and other key data points.
- Oversee the preparation, issuance, and distribution of Huu-ay-aht First Nation citizenship cards, ensuring that all cards are issued according to the established guidelines and policies.

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**Office:** Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

**Mail:** Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Regularly update and maintain the database that supports the generation of citizenship cards.
- Work with the LNR department to ensure management alignment with the Harvesting cards.
- Work with the Education department to align with education statistics of HFN Citizens

#### **Primary Indian Registry Administration (IRA):**

- Manage and maintain the Primary Indian Registry Administration (IRA) records for HUU-ay-aht First Nation citizens.
- Ensure the integrity and accuracy of all IRA-related records, in accordance with legislative requirements and HUU-ay-aht First Nation governance policies.
- Coordinate updates to the IRA as needed, ensuring that changes in citizenship status, family relations, or other important information are accurately reflected.
- Support HFN Citizens in Status Card registration and applications.

#### **Legislative and Executive Council Records:**

- Ensure that legislative and Executive Council records are current and maintained on the HUU-ay-aht First Nation website and Law Clerk Office.
- Upload and update records, such as minutes, agendas, and official decisions, ensuring public access and compliance with transparency and record-keeping policies: digital registry for citizens / registry in Port Alberni Government Office and Anacla Government Office.
- Maintain and manage a database of all Legal Memos associated with the HUU-ay-aht Government and Administration.
- Maintain and manage a database of all HFN Laws, Acts, Regulations, and Policy amendments.

#### **Confidential Document Handling:**

- Handle highly confidential documents in a secure manner, ensuring all sensitive information is safeguarded and handled according to privacy protocols.
- Photocopy, fax, and scan documents as required.

#### **Operational Requirements:**

- Valid Class 5 driver's license
- Some travel, including overnight and or weekends. Willingness and ability to work overtime, including evenings and weekends.

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- Successful background check, including employment verification, reference checks, credit inquiries and education/credential verification.
- Maintaining confidentiality and neutrality at all times.

#### **Educational Requirements:**

- Grade 12 education or equivalent
- Administrative, Records/Information Management or related certification is preferred.
- Indian Registry Administrator (“IRA”) related certification or training is preferred but not required.
- 2+ years of related experience in records management or administrative support role.
- Previous experience with formal records management systems an asset.
- Superior organizational skills with attention to detail.
- Excellent computer skills including Word, Excell, Outlook, PowerPoint and Teams.
- Excellent oral and written communication and presentation skills.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your cover letter & resume to [HR@huuayaht.org](mailto:HR@huuayaht.org) by fax 250-728-1222 or mail Att: Human Resources Manager, 4644 Adelaide Street, Port Alberni, BC, V9Y 6N4. Please quote Registry Clerk Job Posting. The closing date for this position is **April 16, 2025, at 4:00 pm.**



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**Vision** - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

**Mission** - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

### **Huu-ay-aht First Nations Values**

#### **PROFESSIONALISM**

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

#### **RESPECT**

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

#### **HEALTH**

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

#### **EFFECTIVE COMMUNICATION**

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

#### **Trust**

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

#### **SUPPORT**

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other

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