

# VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

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## HUMAN RESOURCES DEPARTMENT

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P.O. Box 94,  
Old Crow, Yukon  
Y0B 1N0

Phone: (867)966-3261  
Fax: (867)966-3800  
Web: [www.vgfn.ca](http://www.vgfn.ca)

## EMPLOYMENT OPPORTUNITY

### Land Steward

**Employment Type:** Full time

**Level:** 6

**Salary:** \$68,814-\$88,190 per annum (\$43.48-\$52.14 per hour), 65 hours bi-weekly

**Location:** Old Crow, Yukon

Reporting to the Lands Manager (based out of Whitehorse), the Lands Steward is responsible for providing technical and administrative support for the management of VGFN Settlement Lands, and lands within the community boundary of Old Crow. Their primary role is to support VGFN citizens and the VG government in the implementation of the Old Crow Community Plan and Zoning Bylaw, VGG Lands and Resources Act, and other legislation or policy that addresses activities and dispositions on Settlement Land

#### **Education and experience**

Knowledge of VGFN Final and Self-Government Agreements, customs and values. Strong interpersonal and communication skill to communicate effectively and diplomatically both verbally and in writing. Proficient organizational and MS Office computer skills. Diploma in land planning, land management, natural resources or related area is desirable, but not a requirement of this position.

#### **Conditions of Employment:**

Wilderness First Aid/CPR – or willingness to obtain

Class 5 Yukon Drivers' License desirable.

Willing to work in varying weather conditions as required.

VGG Human Resources Policy will apply. For complete job description please check the Human Resource Office or go to <http://vgfn.ca>.

**Local Application deadline: November 6, 2019 at 4:30 PM**

Send Applications and/or resumes to:

Human Resource Manager  
Vuntut Gwitchin Government  
Box 94, Old Crow, Yukon Y0B-1N0  
Phone: 1 (867) 966-3261 Ext. 256  
Fax: 1 (867) 966-3800  
Email: [jobs@vgfn.net](mailto:jobs@vgfn.net)

*We thank all those who apply but only those selected for further consideration will be contacted.*

Posted October 23, 2019

## Vuntut Gwitchin Government

- A. Identification: Land Steward
- Department: Natural Resources
- Supervisor: Lands Manager
- Date: September 2019
- Status: Full-time
- Level: 6
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B. Job Summary:

Reporting to the Lands Manager, the Lands Steward is responsible for providing technical and administrative support for the management of VGFN Settlement Lands, and lands within the community boundary of Old Crow. The Lands Steward's primary role is to support VGFN citizens, and the Vuntut Gwitchin Government in the implementation of the Old Crow Community Plan and Zoning By-law, the VGG Lands and Resources Act, and any other legislation or policy of the VGG that addresses activities and dispositions on Settlement Land.

C. Main Duties

**1. Specific Duties:**

- Educates project proponents, rights holders and others of legislation and policy governing activities on VGFN Settlement Land
- Assists project proponents complete land use applications and reports
- Receives, reviews and assesses land use applications
- Prepares land use authorizations for approval
- Determines interests and rights that may be affected by a proposed land use activity or disposition
- Informs VGFN citizens and residents of Old Crow of proposed activities and dispositions on VGFN Settlement Land
- Organizes and facilitates VGFN citizen and public review of proposed activities and dispositions
- Conducts site visits and inspections, and monitors compliance of the terms and conditions of land permits and dispositions
- Coordinates Natural Resources Department staff and other VGG departments in preparing responses to projects undergoing YESAB assessment
- Facilitates VGFN citizen participation in projects undergoing YESAB assessment

**2. General Duties:**

- Interprets, administers, and enforces the provisions of the Zoning Bylaw (Section 2.4.1)
- Serves as Clerk of the Register (Section 10.4 *Lands and Resources Act*)
- Serve as Inspector (Section 14.3 *Lands and Resources Act*)
- Processes applications and prepares authorizations
- Prepares reports and makes recommendations
- Maintains accurate paper and digital records, including a land registry
- Maintains confidentiality
- Assists in dispute resolution
- Assists in establishing processes for the administration of VGFN Settlement

- Acts as a liaison within the VGG, particularly between the Government Services and Natural Resources departments
- Serves as the first point of contact for VGFN citizens and public inquiries about administration of VGFN Settlement Lands
- Undertakes public outreach by disseminating information, and interacting with VGFN citizens and residents of Old Crow using a variety of methods
- Provides technical and administrative support for the participation of VGG in project assessments under YESAA

D. Job Knowledge and Skills:

Education:

- Knowledge of the VGFN Final and Self Government Agreements
- Knowledge of VGFN customs and values
- Knowledge of VGG and YG administration of Settlement and Public lands
- Knowledge of the principles and practices of land planning and management

Specific Skills

- Proficiency in Microsoft Office and records management
- Proficiency in use of a digital camera and GPS, or willing to obtain
- Willing to obtain proficiency in ArcGis and other mapping software

Interpersonal Skills

- Able to maintain a patient and positive attitude
- Able to communicate effectively and diplomatically, both verbally and in writing
- Able to respond respectfully to individuals who may be upset or angry
- Able to identify and respond appropriately to conflict of interest situations
- Able to respect and maintain confidentiality
- Organized, detail oriented, and able to work to deadlines
- Punctual and dependable.

E. Decision Making:

This position is directly responsible to the Natural Resource Director, while working independently under the guidance of the Lands Manager, and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for developing procedures where none exist, setting work priorities, ensuring fiscal accountability, implementing projects, systems and services, communicating with Citizens and project proponents, and determining which recommendations are forwarded to the Lands Manager, Director of Natural Resources and/or the Natural Resources Committee.+

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines, and for identifying and meeting administrative requirements of legislation and policy, impacting on the department's ability to meet goals identified by strategic planning and General Assembly Resolutions.

G. Key Personal Contacts

<b>Who</b>	<b>Purpose</b>	<b>Frequency</b>
Lands Manager	Receiving direction, exchanging information, discussing tasks	Daily as required
Government Services Dept. Staff	Information exchange, collaboration	Daily as required

VGFN Citizens and residents of Old Crow	Information exchange, providing assistance	Daily as required
Community Advisory Committee ( <i>Lands and Resources Act</i> )	Information exchange, providing administrative and technical support	As required
Project Proponents	Information exchange, providing assistance with applications	As required

**H. Positions supervised:**

This position is not responsible for supervision of other workers

**I. Working Conditions:**

This position is generally located in the Vuntut Gwitchin Government office in Old Crow. Field trips are required with travel by foot, snow machine, ATV, truck, or aircraft.

**Spiritual:**

- Balancing traditional beliefs and practices relating to the use and conservation of land and natural resources with modern practices

**Physical:**

- Approximately 80% of time is in an office environment
- Approximately 10% of time is within the Old Crow community boundary
- Approximately 10% of time is travel to, from and on VGFN Settlement Lands beyond the Old Crow community boundary

**Mental:**

- As front-line staff, regular need to maintain consistence presence, and to meet expectations of the public
- Program and service delivery affected at times due to environmental conditions and the needs of the community

**Emotional:**

- Dealing regularly with community members who are under personal stress, or have varying social values, or who are not comfortable or don't understand changes in the community or use of land

**J. Conditions of Employment**

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals
- Willingness to work in varying weather conditions
- Wilderness First Aid/CPR certificate, or willingness to obtain

**I. SIGNATURES:**

<p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p>	<p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p>
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