

**Vuntut Gwitchin First Nation**

A. Identification: Enrolment/Statistician Officer

Department: Executive Office

Supervisor: Executive Director

Date: November 2016 (Revised September, 2018)

Status:

Regular Full-time	_____
Term Full-time	<u>  X  </u>
Regular Part-time	_____
Casual Part-time	_____

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B. Job Summary:

Under the direction of the Executive Director the Enrolment/Statistician Officer will administer enrolment applications for the Vuntut Gwitchin First Nation and collect and analyze a wide variety of statistical data. The incumbent will record information and keep it current by developing and updating a database system for such duties. The position is required to provide periodic reports to management and leadership. The incumbent will refer applications to the Yukon Enrolment Commission, for those who might be eligible to register with another Yukon/NWT First Nation.

C. Main Duties of Enrollment Officer:

- Supply application forms, providing assistance on eligibility for programs, funding and comprehensive knowledge of Chapter 3 of the VGFN Final Agreement.
- Supplying enrolment applications forms upon request from public, explaining and providing assistance on eligibility and enrolment criteria.
- Assisting public with obtaining documentation such as birth, baptism, marriage, death, adoption certificates, status cards and sources where this information can be obtained from Territorial and Provincial Vital Statistics, Church records, Indian Affairs and the Archives.
- Establishing enrolment application control procedures.
- Recording and logging all documentation received on the AIS database.
- Assigning numbers for each beneficiary with all pertinent documentation.
- Compiling and providing statistical data as required, maintaining a computer database listing and preparing an official enrolment list for review by the public once a year.
- Providing VGFN beneficiary list for Chief and Council elections.

- Providing the VGFN Finance with a copy of a birth certificate of beneficiaries that are eligible for the Elders Pension upon their 60<sup>th</sup> birthday.
- Providing enrolment information to departments upon request.
- Updating listing as changes occur, ensuring that updated lists are current and kept ready for review by the Chief and Council.
- Notifying every applicant in writing of the VGFN Chief and Council's decision on their application, with a copy of the Approved form signed by VGFN Chief and Council.
- File beneficiary files by alphabetical SURNAME names and filing all beneficiary files in secure locked cabinet.
- Assisting Elders with paper documents, in particular Revenue Canada.
- Corresponding with affected First Nations of transfers into the Vuntut Gwitchin First Nation, as well the Yukon Enrolment Commission.
- Establishing and maintaining contact with the Yukon Enrolment Commission to refer applicant who might be eligible for enrolment in another Yukon/NWT First Nation.
- Exchanging information with other surrounding First Nations where family ties are close to VGFN and where people can be enrolled without knowing they are enrolled in two First Nations.
- Writing letters for beneficiaries that wish to work in the United States, reflecting the Jay Treaty guidelines.
- Establishing VGFN enrolment cards with VGFN Information Systems
- Supplying the Yukon Territorial Government with a copy of the VGFN Beneficiary list each year, on the anniversary of the February 14<sup>th</sup>, 1995 signing of the VGFN Final and Self-Government Agreements.
- Responding promptly to incoming correspondence from VGFN beneficiaries or refer to Chief and Council, depending on contents of correspondence.
- This position will update and maintain the Vuntut Gwitchin Genealogy Charts (hard copy & digital).

#### Main Duties of Statistician

- Collect and analyze a wide variety of statistical and mathematical data i.e. housing, citizenship, demographic, health and economic data;
- Develop models and predictions for the future based on statistical data and sound mathematics;
- Analyze and interpret statistical data in order to identify significant differences in relationships among sources of information;
- Apply sampling techniques or utilize complete enumeration bases in order to determine and define groups to be surveyed;
- Design research projects that apply valid scientific techniques and utilize information obtained from baselines or historical data in order to structure uncompromised and efficient analyses;
- Develop and test experimental designs, sampling techniques, and analytical methods;
- Developing specific goals and plans to prioritize, organize, and accomplish your work;
- Evaluate the statistical methods and procedures used to obtain data in order to ensure validity, applicability, efficiency and accuracy;

- Examine theories, such as those of probability and inference in order to discover mathematical bases for new or improved methods of obtaining and evaluating numerical data;
- Identify relationships and trends in data, as well as any factors that could affect the results of research;
- Plan data collection methods for specific projects, and determine the types of sizes of sample groups to be used;
- Process large amounts of data for statistical modeling and graphic analysis, using computers;
- Report results of statistical analyses, including information in the form of graphs, charts, and tables. Translating or explaining what information means and how it can be used;
- Develop an understanding of fields to which statistical methods are to be applied in order to determine whether methods and results are appropriate;
- Prepare data for processing by organizing information checking for any inaccuracies, and adjusting and weighting raw data;
- Documenting/Recording information – entering, transcribing, recording, storing or maintaining information in written or electronic form.

Other related duties:

- Duties may change depending on the circumstances and the priorities established by VGFN Chief and Council.

D. Job Knowledge and Skills:

Education:

- Bachelor's degree in mathematics and statistics or equivalent experience in the field of statistics;
- Knowledge of VG social structure, traditions, language and cultural values;
- Knowledge of Federal and Yukon government programs, regulations and procedures that pertains to enrollment
- Knowledge of Jay Treaty guidelines
- Knowledge of office administration practices and procedures
- Knowledge of and ability to use a variety of office and statistical software
- Experience in conflict management, mediation and problem solving.
- Knowledge of Yukon First Nations, Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA).
- Knowledge of the UFA, VGFN Final and Self-Government Agreements.
- Knowledge of issues facing VGFN in relation to enrolment
- Knowledge of statistics and computer AIS database

Management Skills:

- Time management and organizational skills.
- Ability to work with other managers and coordinate activities.
- Ability to use computers and associated software.

Interpersonal Skills:

- Ability to communicate effectively and diplomatically, both verbally and in writing, with people within the department, with other VGFN personnel and with outside agencies.
- Act with discretion, tact, compassion and good judgment
- Resolve conflicts and foster unity
- Maintain confidentiality

Specific Skills:

- Ability to operate the following equipment:
  - Computer
  - Facsimile
  - Photocopier
  - Telephone
- An ability to prepare letters, and reports

E. Decision Making:

This position receives direction from the Chief and Council and is expected to make operational decisions within that general direction and on occasion will be required to make recommendations to the Chief and Council concerning enrolment and statistical issues. The incumbent will be required to use discretion and judgment when making decisions within the general direction received. This position is expected to work with minimal supervision and will maintain a high degree of confidentiality.

F. Impact/Accountability:

This position has full accountability for the effectiveness of day-to-day operations of the Enrolment Officer/Statistician. The incumbent is accountable for the quality of the data developed, and advice on and understanding of the research performed and distributed to stakeholders and/or the general public. Because there is constant interaction both within the VGFN Government and other government agencies and businesses, the impact of this position extends throughout the VGFN the Yukon and beyond.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Chief and Council	Review enrolment applications and make decisions. Provide statistical information and recommendations.	Periodically
VGFN Directors	Information exchange and project coordination	Periodically
Territorial Government	Supply Beneficiary list on anniversary February 14 <sup>th</sup> of	Monthly

	each year and exchange statistical information.	
Applicants for enrollment	Exchange information and provide assistance.	Weekly
VGFN Members	Assistance where required	Periodically
Other First Nations	To exchange information	As Needed
Yukon Enrolment Commission	To exchange information	Periodically

I. Working Conditions:

This position is located in a normal office environment. A high level of concentration is continually required through frequent interruptions.

**CONDITIONS OF EMPLOYMENT:**

- Mandatory confidentiality is a condition of employment. Failure to meet this requirement could result in dismissal.
- Attendance at the General Assemblies is a requirement of this position.

AMMENDMENTS:

This Job Description accurately reflects the present position, as there is a development brief in this post, the job description may be amended and will be reviewed on a regular basis, any changes will be made following a proper period of consultation.

**SIGNATURES:**

\_\_\_\_\_

Supervisor  
I have reviewed the position (with the incumbent where applicable) and agree that this is an accurate reflection of the duties and responsibilities assigned to this position.

**Date:** \_\_\_\_\_

\_\_\_\_\_

Incumbent  
I have read the foregoing description and understand that it is a general description of the duties assigned to this position.

**Date:** \_\_\_\_\_

\_\_\_\_\_

Human Resources Director

**Date:** \_\_\_\_\_