



HIAWATHA FIRST NATION EMPLOYMENT OPPORTUNITY

Posting Type: Internal/External

Position Title: Community Consultation Worker

Location: Hiawatha, ON

Duration: Full-Time Permanent

Posting Closes/Deadline: August 22, 2019 at noon

Tentative Interview Date: August 26-30, 2019

Salary Range: \$36,360- \$40,400

About Us:

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 664 registered citizens with approximately 235 residing in Hiawatha. In the summer months, our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

Position Summary:

The Community Consultation Worker will act as a contact point to facilitate communications, consultation engagement and decision making for lands, resources, protection of treaty rights and primary environmental issues on behalf of Hiawatha First Nation. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Reporting:

This position will take direction from the Chief of Hiawatha First Nation, while taking day-to-day direction and supervision from the First Nation Administrator. This position has no direct reports; however, this position may supervise archeology liaisons representing Hiawatha on various project sites.

Summary of Main Responsibilities:

- Ensuring ongoing implementation of the consultation protocol for the community and administration to reach decisions relating to lands, resources, protection of treaty rights and environmental issues;
- Ensuring the quality and delivery of all associated initiatives;
- Identifying and building upon community expectations in relation to consultation;
- Coordinating and collecting community views, concerns and expectations to compile related data to identify main issues;
- Developing and coordinating all relevant communication tools and provide ongoing updates to the community;
- Developing a process to facilitate key decision making in association with the Crown's "Duty to Consult" mandate;
- Planning a multi-year strategy for improving the consultation process relevant to community priorities and meaningful engagement with proponents (i.e. corporations, ministries, multi-level governments, etc.)
- Representing Hiawatha First Nation at necessary meetings and communicating necessary information to the appropriate staff and Council;
- Ensuring that all HFN standards are adhered to;
- Reviewing and tracking information received from proponents;
- Ensuring that all files are up to date;
- Updating and maintaining a database within the Williams Treaty territory;
- Developing reports and briefing papers as necessary;
- In a manner that is appropriate and timely, processing all incoming enquiries, including in-person, mail, email and telephone.
- Representing Hiawatha First Nation at site visits;
- Working with and monitoring proponents at sites;
- Overseeing archeological liaisons on site, including placement and administration of placement;
- Ensuring that all Health and Safety requirements are completed and adhered to;
- Providing HFN Council and other relevant departments with required information from sites.
- Other duties as assigned.

*We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent
and healthy people balanced in the richness of our culture and traditional way of life.*

Requirements:

- Post-Secondary School Diploma in Business Management, Journalism or Indigenous Studies or another related field preferred;
- One or more years' experience in community work; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Must provide a satisfactory CPIC
- Valid Driver's License and own vehicle

Knowledge, Skills and Abilities:

- Understanding of and identification with the goals of Hiawatha First Nation, Williams Treaty First Nations and Mississauga Nation
- Working knowledge of Williams Treaty, Treaty 20 Territories and Mississauga Nations
- Experience working with various stakeholders, both internal and external at grass roots and governmental levels
- Working knowledge of computer skills, including Microsoft Office
- Working knowledge of Energy and Natural Resource sectors an asset
- Strong interpersonal, organizational, time management and communication skills
- Public speaking, public relations and data analysis skills an asset
- Ability to present in both large and small groups to a variety of audience members
- Ability to take detailed meeting notes, prepare reports and briefing notes
- Understanding of Environmental/Archeological assessments an asset
- Knowledge of local environmental concerns and initiatives such as Species
- Knowledge and understanding of agreements, Treaties and legislation
- GPS mapping skills an asset
- Ability to multi-task and set priorities, including adjusting priorities based on need
- Ability to work in a team and individually
- Excellent time management skills
- Ability to maintain strict confidentiality

Behavioural Competencies:

- Must be an empathetic and non-judgemental person
- Must maintain strict confidentiality
- Be honest, respectful and trustworthy
- Be a team player
- Possess cultural awareness and sensitivity
- Be creative and flexible
- Demonstrate sound work ethic
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation
123 Paudash Street
Hiawatha, ON
K9J 0E6
ATTN: Zachary Friar, Human Resources Coordinator

By email: hr@hiawathafn.ca

By fax: 705-295-4424

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*