



## INTAKE OFFICER

Under the *Powley Initiative*, the Métis Nation – Saskatchewan is seeking two strong team players, of Métis Ancestry, committed to quality service to carry out objectives of the Registry and to provide a range of service as an *Intake Officer*. This *full time position* reports to the Registry Director and is based at the Métis Nation – Saskatchewan office in Saskatoon, SK.

### Qualifications

- Application of excellent oral and written communication skills.
- A commitment to delivering a quality public service.
- The ability to stand firm on procedures even in the face of criticism.
- Knowledge of Métis culture and genealogy to support understanding.
- Knowledge of MN – S's policies and procedures an asset.
- Ability to act with tact and discretion.
- Maintenance of good grooming and presentation as the first applicant contact with the Métis Registry Office.
- Ability to work methodically, accurately and neatly.
- Ongoing evidence of sound organizational and interpersonal skills and the ability to work as part of a team.
- Ability to work independently, perform well under pressure, and meets deadlines.

### Responsibilities

- Act as first point of contact for prospective Métis Nation citizenship applicants
- Interview citizenship applicants and prospective applicants and provide information on the citizenship application process.
- Provide detailed information regarding eligibility, the application process, and the requirements for citizenship.
- Provide prospective applicants with detailed information on the application process and the supporting documentation required – in person and on phone.
- Ensure that the prospective applicant has a clear understanding of the criteria required to apply, based on the bylaws and the definition of Métis.
- Ensure the quality and accuracy of work at all stages

- Ensure that all activities are conducted in accordance with established policy and procedure.
- Check the documentation submitted by the prospective applicant against the Applications Checklist and review the supporting documentation to determine if the person has provided sufficient documentation to formally initiate an application.
- Complete the application intake process
- Make photocopies of documentation submitted where required.
- Provide prospective applicants who require it with assistance in completing the application form.
- Open an Application File, arrange the application form and supporting documentation in accordance with the guidelines and attach the completed Applications Checklist to the file, indicating all documents received and contained in the file.
- Provide the applicant with a receipt for all documentation submitted.
- Act as a Commissioner of Oath.
- And any other duties and responsibilities as directed by the Registry Director.

**The Intake Officers starting salary at \$37,000 per year.**

**Work hours are – Monday – Wednesday 4:30pm till 10:50 pm and Saturday and Sunday 8:00am till 7:00pm**

A Criminal Police Check is required.

We thank all applicants for their interest, but wish to advise that only those selected for an interview will be contacted.

Preference will be given to a Métis candidate

The Métis Nation – Saskatchewan reserves the right to hire under an exemption from the Human Rights Commission

Please submit your resume and cover letter along with **a minimum of three references no later than 5:00 pm February 10, 2012 to:**

Human Resources Committee  
Métis Nation – Saskatchewan  
406 Jessop Ave  
Saskatoon, SK S7N 2S5  
Via Fax: 306-343-0171  
E-mail hr@mn-s.ca