

Provincial Liaison to Regional Office

The Métis Nation – Saskatchewan is seeking two strong team players committed to quality service to carry out objectives of the Registry and to provide a range of service as a **Provincial Liaison**. This **full time position** reports to the Director of Registry and is based at the Métis Nation – Saskatchewan office in Saskatoon, SK. Please submit resume, references and cover letter to info@mnsregistry.ca by March 10, 2019.

Qualifications

- Excellent oral and written communication skills
- A commitment to delivering a quality public service
- Ability to act with tact and discretion and maintain confidentiality of clientele
- Ability to work methodically, accurately and neatly
- Possess strong organizational and interpersonal skills
- The ability to work as part of a team
- Ability to work independently, perform well under pressure, with shifting deadlines
- Sort, catalogue, scan, and file electronic and original documentation
- Working knowledge of standard software and/or basic equipment (eg MSOffice Suite, Outlook, Computers, Scanners)
- General knowledge of databases, electronic search and retrieval techniques
- Commissioner for Oath or able to obtain Commissioner for Oath
- Able to provide a Criminal Record Check with the Vulnerable Sector once hired
- Post secondary education in business administration or related field
- Training and/or experience interacting with the public in a retail and/or service environment
- Reliable transportation and valid driver's license
- Ability to travel out of town regularly

Responsibilities

- Act as the Provincial office contact for Regional staff
- Provide Regional staff with information related to assist citizenship applicants and prospective applicants and provide information on the citizenship application process
- Provide Regional staff with detailed information regarding eligibility, the application process, and the requirements for citizenship
- Ensure that the Regional staff has a clear understanding of the criteria required to apply, based on the bylaws and the definition of Métis
- Ability to maintain confidentiality and work with appropriate judgement, discretion and adherence to policy
- 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
- Provide applicants with detailed information on additional information required for the application process and the supporting documentation required – by email, mail or phone
- Communicate with applicants on status of application and additional documentation as required.
- Make photocopies & digital copies of documentation submitted where required
- Provide prospective applicants who require it with assistance in completing the application form
- Provide the applicant with a receipt for all documentation submitted

- Review photos taken of applicants, label, and upload to system
- Assist with basic genealogical research & determine missing documentation
- Travel to Regional offices in Saskatchewan.
- Complete all other responsibilities as determined by the Director of Registry