



# Algonquins of Ontario Consultation Office Job Profile

ENROLMENT COORDINATOR

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| <b>Title:</b>        | Enrolment Coordinator        |
| <b>Reporting to:</b> | Finance Manager or Designate |

## General Background

The Algonquins of Ontario (AOO) are on a journey of survival, rebuilding, and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobl
- Whitney & Area

The Algonquins of Ontario Settlement Area includes a territory of nine million acres within the watersheds of the Kichi-Sibi<sup>1</sup> and the Mattawa River in Ontario. Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to reach a settlement of the Algonquin land claim. In July 2009, the AOO, Canada and Ontario entered into a *Consultation Process Interim Measures Agreement*. This Agreement sets out a one-window approach for Canada and Ontario to consult with the Algonquins of Ontario on proposed activities or projects in Algonquin Territory while the Treaty negotiations are ongoing. The AOO Consultation Office in Pembroke serves as this one window.

On October 18, 2016, the AOO and the Governments of Ontario and Canada reached a major milestone in their journey toward reconciliation and renewed relationships with the signing of the Agreement-in-Principle (AIP). The signing of the AIP is a key step toward a Final Agreement, which will clarify the rights of all concerned and open up new economic development opportunities for the benefit of the AOO and their neighbours in the Settlement Area in Eastern Ontario.

Since the signing of the AIP in 2016, the AOO and the Governments of Ontario and Canada have continued to advance negotiations towards a Final Agreement. If a Final Agreement is achieved through this next phase, and if it is ratified by Algonquins and by the federal Parliament and provincial Legislature, it will take the form of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the *Constitution Act, 1982*.

The Teachings of the Seven Grandfathers below are the guiding principles of the Algonquins of Ontario.

### **The Teachings of the Seven Grandfathers**

- **Kwayakoziwin: Honesty:** Honesty in facing a situation is to be brave.
- **Tabasenindizowin: Humility:** Humility is to know yourself as a sacred part of Creation.
- **Manàdjiyàn: Respect:** To honour all Creation is to have respect.
- **Sòngideyewin: Bravery:** Bravery is to face the foe with integrity.
- **Nibwàkàwin: Wisdom:** To cherish knowledge is to know wisdom.
- **Sàgihidiwin: Love:** To know Love is to know peace.

<sup>1</sup> The Ottawa River, otherwise known as the Big River or Kichi-Sibi, has also been referred to in the Algonquin language as “Kichisipi”, “Kichissippi”, “Kitchissippi” and “Kichisippi”



- **Tebwewin: Truth:** Truth is to know all of these things.

### Position Summary

*The Enrolment Coordinator will be working closely with Joan Holmes and Associates Inc (JHA), to provide administrative and procedural tasks related to all aspects of the enrolment process. This includes intake of new applications, recording data, assessing applications according to the Proposed Beneficiary Criteria, updating files, communicating with Community Liaison Supports and ANRs, providing applications and information to the Enrolment Review Board and the Algonquin Tribunal. It is paramount that all functions be done on a confidential basis and that materials are safeguarded according to established protocols.*

### Job Duties

#### **Enrolment Application Processing:**

- Review new applications for completeness.
- Ensure that contact information is accurately entered in the ACCESS database.
- Ensure that ACCESS database changes and amendments are made according to established protocols.
- Review and assess documentation associated with the application, including materials supplied by the applicant and relevant documentation on file in the JHA office as found in Summation database, Legacy database and/or paper files of family members.
- Enter new information in Summation database (documentation) and Legacy (genealogical data.)
- Generate family tree charts and descendency narratives from Legacy database.
- Consult with genealogist and senior members of team to apply Proposed Beneficiary Criteria.
- Record details of Proposed Beneficiary Criteria elements met or not met.
- Ensure Beneficiary status is accurately recorded in ACCESS database.
- Assist in generating lists and mail-outs to inform applicants and Community Liaison Supports of status of applications.
- Ensure all paper and digital material associated with applications is filed in designated secure locations and safeguarded as per protocols.
- Generate targeted statistical and mail list reports from database.
- Assist JHA Enrolment team in miscellaneous enrolment functions.

#### **Coordination and Procedural Support to the Enrolment Review Board and Algonquin Tribunal**

- Track correspondence with Enrolment Review Board and Algonquin Tribunal.
- Create and maintain filing system specific to Enrolment Review Board and Algonquin Tribunal processes.
- Verify identity of appellants and protestors.
- Organize materials to append to reports to Enrolment Review Board and Algonquin Tribunal.
- Generate statistical reports on support given to the Enrolment Review Board and Algonquin Tribunal.
- Attend virtual meetings and hearings.



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- Assist the JHA team in miscellaneous tasks related to the appeal process.
- Additional duties as assigned.

## Skills

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| <b>Education:</b>  | Bachelor's degree in history, geography, First Nations studies and/or relevant experience focusing on Indigenous history and culture. Certificate in Genealogy, such as a Professional Genealogist preferred but not required.  |
| <b>Previous Experience:</b>                                | 3-5 years of relevant experience  |
| <b>Internal Communication:</b>                             | This position requires consultation with and/or coordination of activities with other employees of the organization. Limited level of performing presentations.   |
| <b>Algonquin Negotiation Representative Communication:</b> | Regular weekly communication is required with Algonquin Negotiation Representatives (ANRs) providing support and/or guidance as required by the position.   |
| <b>External Communication:</b>                             | Coordination of activities and providing updates/information to Government Agency contacts and other industry contacts is required. Contacts are typically limited to front line service - middle management.   |
| <b>Problem Solving Skills:</b>                             | Problems or situations are often different and require interpretation and judgment to identify the most appropriate solution from several options using prior knowledge and experience.   |
| <b>Other Position Specific Skills:</b>                     | <ul style="list-style-type: none"> <li>• Ability to understand the detrimental and lasting effects of colonization on Indigenous people and respond appropriately when interacting with the ANRs and other Indigenous clients, customers, and stakeholders.</li> <li>• Previous experience in genealogy, Indigenous history, and culture.</li> <li>• Detail-oriented with excellent planning, organizing, prioritizing, problem-solving and time management skills.</li> <li>• Strong oral and written communication skills with ability to foster unity, trust and establish cooperative working relationships with clients, colleagues, senior staff, the public and other governmental agencies.</li> <li>• Knowledge of and experience working with database applications and genealogical software.</li> </ul> |



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ENROLMENT COORDINATOR

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|  | <ul style="list-style-type: none"> <li>• Knowledge of and experience working with document security and safeguarding.</li> <li>• High level of privacy and confidentiality with understanding of the importance of protecting personal information and documentation.</li> <li>• Ability to demonstrate a professional image of the organization when interacting internally and externally.</li> <li>• Demonstrated ability to deal sensitively with a wide variety of people and complex issues.</li> <li>• Ability to work independently with good diplomatic skills.</li> <li>• Ability to work within an office environment and work remotely through secure networking systems.</li> <li>• Strong computer skills including database software and Microsoft Office Suite, iCompass</li> <li>• Must hold a valid G Class Driver's License</li> </ul> |
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## Associated Responsibilities

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| <b>Planning &amp; Coordination:</b>                 | Coordination of routine projects with defined deadlines, seeking direction for required changes.  |
| <b>Contacts/Advocacy/Relationship Building:</b>     | Regular internal/external contacts to reach agreement on work/activities and ties employee's work with that of others. Minor impact in missed deadlines and require management intervention, service delays, or negative goodwill for the organization.     |
| <b>Decision Making:</b>                             | Tasks assigned by general instruction, discussion, or advice, with most details left to employee. Periodic progress/quality checks during significant stages. Errors have some financial loss or adverse effect on public/employee relations, loss of time. |
| <b>Human Resources &amp; Functional Leadership:</b> | Supervisory or functional leadership is not normally part of the job requirement, may be required to show other employees how to perform tasks or duties.   |
| <b>Financial:</b>                                   | Limited financial responsibilities. Ensures all expenditures are on track for provided budget. Able to approve small purchases. Approval required for moderate to high expenditures outside of the approved budget.   |

## Mental Effort

Tasks require significant attention to detail; work is within specific guidelines but may also include limited direction.



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## Physical Effort

Long periods of time sitting/restrained with minimal opportunity to set aside a task or document due to urgent deadlines or intense concentration due to the complexity of activities. More than 3 hours of computer work and audio-visual strain.

## Working Conditions

### **Physical Working Environment:**

Office with regular noise distraction and proximity of other employees. May travel 3-4/year.

### **Challenging Working Conditions:**

Regular contact with challenging individuals, with unique circumstances referred to supervisor.