



Stó:lō Service Agency - Human Resource Office

Building #5A - 7201 Vedder Road
Chilliwack, BC V2R 4G5

October 22, 2018

1 - PRRO REFERRAL OFFICER

(EXTERNAL)

Stó:lō Service Agency requires the services of a **qualified Referral Officer** for the **People of the River Referrals Office (PRRO)**, with the **Stó:lō Research and Resource Management Center (SRRMC)**.

The **Referral Officer** administers the processing of referrals received by the People of the River Referrals Office (PRRO) on behalf of S'ólh Téméxw Stewardship Alliance (STSA) communities. These referrals may be submitted by the Federal Government, Provincial Government, industry, regional or civic governments. The Referral Officer is assigned a portfolio of STSA First Nations for which (1) conduct referral review, analysis, and reporting via the StoloConnect web portal; (2) coordinate and carry out referral-related 'pre-decision phase' site visits/fieldwork as a means of gathering or communicating information relevant to PRRO and/or relevant STSA member interests and needs contributing to referral engagement, review and response, and (3) liaise regularly and directly, if not otherwise assigned to a PRRO Liaison staff, with representatives of their respective First Nation communities for input on related referrals. Direct connection allows for STSA community leadership/staff to review, input, submit supplemental information, and/or endorse/finalize PRRO reports via the Referral Officer. In this way, the Referral Officer may act as a community-based representative of the PRRO, responsible for maintaining the critical communications link between PRRO and the S'ólh Téméxw Stewardship Alliance (STSA) communities. Referral Officers may also facilitate or coordinate meetings between STSA community leadership/staff, PRRO staff, and/or referral issuants/proponents.

The activities of the Referral Officer are supervised in-coordination by the PRRO Co-Managers. The Referral Officer manages their caseload primarily through StoloConnect, which is used as a communications, analysis, reporting and tracking tool. The Referral Officer performs other related tasks as directed by their immediate supervisor.

QUALIFICATIONS/REQUIREMENTS:

- Must have a post-secondary education in Land and Resource Management or a combination of related training and experience
- Must have proven technical capacity including demonstrable training and/or ability to work on a variety of computer programs including MS Office (Outlook, Word, Excel, Power Point and Access)
- Must be able to effectively understand and navigate or learn to effectively understand and navigate the StoloConnect web portal used within the PRRO
- Preference given to those with demonstrated knowledge and experience of federal, provincial and local governance lands and resource decision-making processes, policies and legislation related to First Nations Consultation and accommodation, Aboriginal Rights and Title, Land Use and Strategic Planning
- Preference given to those with strong skills in verbal and written communications and demonstrated analytical experience
- Willing to take additional professional development training related to your role
- Ability to demonstrated capacity to discuss technical components of process and planning to a wide range of audiences, for example, to staff, Stó:lō community-members, government staff and industry proponents
- A general level of familiarity and understanding of Stó:lō First Nations, culture, traditions, history and current land/resource issues, and must be committed to learning about Stó:lō culture and history
- Able to take direction and work independently, with minimal supervision
- Ability for being organized and must have good coordination and monitoring skills
- Ability to maintain a healthy working relationship with staff, community representatives/members and representatives of other organizations
- Ability to establish rapport with people of all educational and occupational backgrounds
- Maintain the confidentiality guidelines of all records, data, materials, and communications concerning clients, staff and Stó:lō Service Agency
- Familiarity with GIS, databases, graphics programs and social media would be *an asset*
- **Successful candidates will be required to provide the following if screened in for an interview:**
 - Proof of education/training documentation
 - References: Three names and phone numbers of recent supervisors
 - Must possess and maintain a valid BC Drivers' License
 - Must successfully pass the required pre-employment RCMP Criminal records Check.

SALARY RANGE:

Will be based on qualifications and experience.

TYPE OF POSITION:

Annual Term position. Full-time with benefits, subject to 3-month probationary period and planned performance evaluations.

APPLICATIONS DEADLINE:

4:00 PM, Friday, November 9th, 2018

Interested candidates should submit a resume and indicate the job title position above on their covering letter in confidence to:

Stó:lō Nation Personnel Department
Bldg. #5A, 2nd Floor - 7201 Vedder Road
Chilliwack, BC V2R4G5
Email: jobs@stolonation.bc.ca
Fax: (604)824-5342

For more information about this and other employment opportunities, visit www.stolonation.bc.ca