



Manitoba Keewatinowi Okimakanak Inc.

Head Office
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■Thompson Sub-Office
206-55 Selkirk Avenue
Thompson, Manitoba
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Winnipeg Sub-Office
Suite 102-1700 Ellice Avenue
Winnipeg, Manitoba
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Employment Opportunity

Status Identification Intake Clerk Term Position – Thompson, Manitoba

Manitoba Keewatinowi Okimakanak Inc. (MKO) in partnership with Indigenous Services Canada provides services to assist Status First Nations clients in obtaining or renewing their Secure Certificate of Indian Status (SCIS) as well as assist families with filling out forms for registration of treaty status. MKO will accept and facilitate Secure Certificate of Indian Status (SCIS) applications and registrations from First Nations clients wishing to obtain or renew their SCIS or those who need to apply for treaty status. The Status Card Intake Clerk will assist applicants applying for status cards or registration of treaty status in accordance with departmental policies and procedures. Verify applicant's identification is updated and have picture ID to complete forms to process and issue Certificates of Indian status in a timely manner.

Roles and Responsibilities

- Assist in reviewing applications for Secure Status Card
- Assist with reviewing applications for registration of treaty status
- Assist with ordering birth certificates for person(s) who would like to apply for treaty status
- Assist with obtaining other forms of Identification for clientele
- Take the requisite picture and endorse with stamp
- Ensure identification is valid, photocopied and stamped
- Ensure all applications are secured and confidential
- Complete applications and submit for processing
- Send out application via registered mail
- Answer calls and emails to questions regarding identification and processes
- Answer calls and emails regarding treaty status registration processes
- Interact positively and respectfully with all applicants

Education and Experience

- Post-Secondary Education is an asset
- Cree or Dene as a second Language preferred
- Knowledge of Indigenous Services Canada
- Knowledge of Issues regarding Identification
- Knowledge of Microsoft Applications
- Strong verbal communication skills
- Excellent interpersonal and organizational skills
- Self-motivated, able to work independently
- Ability to work under pressure and respond to conflicting priorities

Salary is dependant upon qualifications and experience

Interested applicants are invited to submit a cover letter, resume, and two (2) references by

4:00 PM on December 6, 2022 to:

Shawna Flett at employment@mkonorth.com

We thank all applicants, only those applicants considered for further review will be contacted.

Incorporated in 1981 as the Manitoba Keewatinowi Okimakanak (MKO). MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, Indigenous, and human rights for citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6, and 10.