



SOUTHERN FIRST NATIONS NETWORK OF CARE

EMPLOYMENT OPPORTUNITY

Treaty Status Registration Coordinator

– Term Position

Summary:

Reporting to the Service Support Manager, the Treaty Status Registration Coordinator is responsible for supporting youth and families by providing guidance and administrative assistance for Treaty Status registration. The Treaty Status Registration Coordinator serves as a knowledgeable and respectful resource, helping youth and families complete required documentation and navigate the registration process.

Responsibilities:

- Provide guidance to youth and families with registration forms, ensuring accuracy and compliance with registration requirements.
- Assist youth and families to complete registration forms, renewals, replacements, and updates.
- Submit completed registration documentation.
- Maintain accurate, confidential, and organized records in accordance with privacy legislation and organizational policies.
- Public speaking, presentation delivery and explaining complex topics in plain language.
- Liaise with external parties and other agencies to ensure clear communication throughout the registration process.
- Schedule appointments and provide one-on-one support.
- Prepare reports and track documentation.
- Participate in community outreach events and information sessions.
- Perform other related duties as assigned.

Education & Experience

- Post Secondary education, Administrative Assistant Diploma, or relevant training and/or experience will be considered.
- Two-years administrative support experience.
- Knowledge of the Indian Act, status card applications, the Indian Register and First Nation membership or citizenship
- Must have demonstrated understanding of First Nations history, culture and traditions.
- Must possess excellent organizational, interpersonal, and written/oral communication skills.
- Proficient with Microsoft software (Microsoft Windows, Outlook, Word, Excel, Access, and PowerPoint).
- Keyboarding skills at a minimum of 50 wpm.
- Demonstrated ability to deliver effective presentations, engage diverse audiences, and communicate complex concepts in a clear, concise, and accessible manner.
- Demonstrated interpersonal skills and ability to work effectively in a team environment.
- Knowledge of Child Welfare legislation, standards, and regulations is an asset.
- Ability to communicate in an Indigenous language is an asset.

Other Requirements:

- A satisfactory and current Criminal Record Check with Vulnerable Sector Check.
- A clear and current Child Abuse Registry Check. A prior contact check (PCC) will also be performed in-house.
- Must have access to a reliable vehicle and a valid class 5 driver's license for business travel.

CLOSING DATE FOR APPLICATIONS: August 26, 2026, at 4:00 p.m.

Please submit your cover letter, resume, and three work related references to:

Human Resources
Southern First Nations Network of Care
1151 Sherwin Road, Winnipeg, MB R3H 0V1
Fax: (204) 783-7996 or Email: hr@southernnetwork.org

Preference will be given to qualified First Nation candidates.

Please self-identify in your cover letter.

If you require an accommodation during the recruitment process, please contact HR at
hr@southernnetwork.org.

We thank all who apply and advise that only those selected will be contacted for further consideration.