

**MUSQUEAM INDIAN BAND  
JOB DESCRIPTION**

<b>Position Title:</b> Referrals Coordinator
<b>Position #:</b> Dept code-001
<b>Effective Date of Position:</b> February 2015
<b>Review Date:</b> February 2018
<b>Salary Band:</b> <b>4 A</b>

The attached job description was evaluated in accordance with MIB's Job Evaluation Plan by Human Resources and the CAO/Band Manager.

**Reason for change or update** – Updated positions description

\_\_\_\_\_  
Human Resources  
Musqueam Indian Band

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Manager  
Musqueam Indian Band

\_\_\_\_\_  
Date

\_\_\_\_\_  
Doug Raines  
CAO/Band Manager  
Musqueam Indian Band

\_\_\_\_\_  
Date

### **Position Summary:**

Work under related supervision of the Treaty Lands and Resources Department in dealing with land referrals, permitting requests and proposals that affect the Musqueam Indian Band territory.

### **Duties:**

The Referrals Coordinator will be responsible for the following:

- Coordinate the receipt, review, internal distribution and follow up of land referrals, permitting requests and proposals that affect the Musqueam Indian Band territory (except for matters related to MIB Indian Reserve Lands)
- Ensure relevant MIB policies and procedures related to consultation and accommodation are distributed to third-party interests
- Communicate regularly with internal staff and proponents and government representatives regarding status of submissions, responses, information requests, etc., related to land referrals and permit reviews
- Coordinate internal MIB reviews and responses to land referrals and permit requests
- Assist with identifying additional technical experts and coordinating work of consultants, as required
- Coordinate research regarding referral and permit requests, and work closely with MIB research, mapping and archaeological staff to analyze impacts and track referrals, permitting requests and projects as required
- Coordinate the use and maintenance of MIB internal database for managing referrals and permitting
- Provide assistance to the Treaty Lands and Resources Department Director, Manager of Intergovernmental Affairs and legal counsel in reviewing and responding to land referrals, permitting requests and project proposals
- Assist with reporting to senior management and leadership
- Assist senior internal staff in developing policies and procedures for MIB referrals and permitting management
- Coordinate and attend relevant meetings
- Other relevant duties as required, and as the Treaty Lands and Resources Director may from time to time deem necessary

### **Job Knowledge:**

The work requires the following knowledge, skill and/or abilities:

- High School Grade 12 completion, or equivalent
- Skill and knowledge usually attained by a post-secondary degree in Natural Resource Management, Planning, First Nations Studies, Law or other relevant degree; or an equivalent combination of skill, knowledge and experience
- Minimum 2 years direct experience in a related field
- Ability to read and interpret maps
- Strong research, writing and communication skills
- Strong computer skills including MS Office, Word, Excel, PowerPoint and Outlook, document imaging/scanning software, experience creating electronic copies of documents and have an understanding of GIS software and process.

- Basic understanding of, and willingness to learn the Referrals Tracking System software program
- Ability to use good tact and judgment in dealing with staff and outside agencies
- Knowledge and background of current Musqueam or First Nations issues, culture or history
- Ability to maintain confidentiality
- High attention to detail and a high degree of accuracy
- Ability to prioritize and multi task in a fast paced environment
- Ability to work well independently and within a team environment
- Professional attitude and appearance
- Own vehicle to be able to travel (locally) to job related meetings or events as necessary

**Relationships:**

- Treaty Lands and Resources Department Director
- Manager of Intergovernmental Affairs
- Legal Counsel
- Outside agencies
- CAO/Band Manager

**Working Conditions:**

- Work is performed in an office environment
- Valid Driver's License
- Fast paced environment with deadlines
- Successful Criminal Record Check