

# Job Description

## Field Worker

## **PURPOSE OF THE POSITION**

(The main reason for the position, in what context and what is the overall end result)

The Field Worker is responsible for distributing information on, and consulting with community residents concerning, land claims and self-government issues.

## **SCOPE**

(The way that the position contributes to and impacts on the organization)

The Field Worker reports to the Senior Administrative Officer and is responsible for providing information on the status of, and issues concerning, land claims and self-government. He/she is also responsible for consulting with community residents concerning self-government and assisting with preparing residents for self-government. Providing adequate services will ensure that residents understand self-government and the self-government process, have a direct say in self-government matters and are prepared for self-government implementation.

## **RESPONSIBILITIES**

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

### 1. Provide information about self-government to community residents

#### Main Activities

- Liaise with the Self-Government Office to gather information and materials for presentation to community residents
- Distribute information and materials concerning self-government and the self-government process
- Conduct community meetings to update residents on self-government and self-government issues
- Provide information and updates to the Senior Administrative Officer and Council concerning self-government
- Plan community events such as community feasts to distribute information concerning self-government
- Visit community residents on a one-on-one basis to provide information on self-government
- Meet with community groups such as Elders and youth concerning self-government and self-government opportunities
- Post information concerning self-government in public areas

2. Conduct community research concerning self-government issues

Main Activities

- Meet with community groups to gather information and feedback on self-government issues
- Conduct one-on-one meetings to gather information and opinions concerning self-government
- Conduct surveys to gather information and opinions concerning self-government
- Distribute, collect and analyze questionnaires
- Conduct labour market research
- Conduct research on community preparedness
- Identify areas that require further development
- Identify areas that require further communication or clarification
- Prepare reports concerning research findings for the Senior Administrative Officer, Council and the Self-Government Office

3. Administer self-government programs

Main Activities

- Monitor the budget
- Submit required reports
- Assist with the office operation

4. Perform other related duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

### **Knowledge**

The incumbent must have proficient knowledge in the following areas:

- ✓ self-government agreements, legislation, regulations, policies and procedures
- ✓ research methods
- ✓ office administration
- ✓ an understanding of the northern economic, cultural and political environment

### **Skills**

The incumbent must demonstrate the following skills:

- ✓ team building skills
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ excellent verbal, presentation and listening communications skills
- ✓ effective written communications skills
- ✓ computer skills including the ability to operate word-processing programs
- ✓ stress management skills
- ✓ time management skills

### **Personal Attributes**

The incumbent must maintain strict confidentiality in performing the duties of the Income Support Worker. The incumbent must also demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics

## **WORKING CONDITIONS**

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

### **Physical Demands**

(The nature of physical effort leading to physical fatigue)

The Field Worker will have to spend long hours sitting and using office equipment and computers, which can cause muscle strain. The Field Worker may also have to do some light lifting of supplies and materials from time to time.

### **Environmental Conditions**

(The nature of adverse environmental conditions affecting the incumbent)

The Field Worker may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of residents. The Field Worker may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

(The nature of demands on the incumbent's senses)

Sensory demands include use of the computer, which may cause eyestrain and occasional headaches. The office may be noisy and busy making it difficult for the Field Worker to concentrate.

### **Mental Demands**

(Conditions that may lead to mental or emotional fatigue)

The Field Worker deals with a stressful environment as many residents may not be properly informed on self-government issues.

## CERTIFICATION

Employee Signature	Supervisor's Title
Printed Name                      Date	Supervisor's Signature              Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Senior Administrative Officer's Signature              Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.