



# High Bar First Nation

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## Job Posting: Referrals/Natural Resources Coordinator

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High Bar First Nation band office is in a rural community within the beautiful central interior Cariboo region. We are looking for a highly motivated individual to join our team. If you fit the requirements we are looking for and would enjoy small town life, then this position is for you.

### Job Summary

The Natural Resources Worker undertakes the effective natural resource programs and services in the community advocating for sustainable and healthy communities, as well as to support the mandate to protect and implement Aboriginal title and rights, building on and using the established capacity in land and resource management to operate programs.

### Duties and Responsibilities

#### **Geographic Information System Development**

1. Collects data from field using Global Positioning System (GPS), maps and other information
2. Enters data of historical information (i.e. artifacts, burial sites, fishing stations, medicinal plants, weed infestations, original village sites, and other data) in GIS system to create an interactive map
3. Prepares maps of the data
4. Ensures standards are created and adhered to for data entry which results in reliable data
5. Provides advice, guidance and training of other staff in GIS system development.

#### **Natural Resources**

1. Undertakes referrals in conjunction the Archaeology Heritage Cultural Coordinator
2. Provides input to protocol development through information gathering
3. Arranges field trips with elders, traditional knowledge holders, resource users and community members to record use, knowledge and concerns; physically reviews lands in question
4. Assists in conducting needs assessments to identify gaps and provide targeted services to the community's needs
5. Creates a safe and healthy work environment
6. Works with fisheries, archaeology, traditional use studies and forestry to undertake investigations, studies and referrals as requested
7. Other duties as assigned or required

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

### Qualifications

#### **Education:**

1. Post secondary courses in Natural Resources Management or related field
2. Certification in S-100, Level 1 First Aid with transportation endorsement, RIC standards training
3. Referral Officer Training.
4. GIS Certification.

#### **Skills and Abilities:**

1. Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using many functions and feel confident using the program)
2. Ability to work independently and build effective interpersonal relationships
3. Ability to self-regulate, meet deadlines, have attention to detail, and respect confidentiality
4. Knowledge of High Bar First Nations people and territory, culture and traditions
5. Ability to use GPS, radios and other field equipment
6. Recognizes and respects all cultural diversity and understands Aboriginal culture

**Experience:**

1. One to two years natural resources experience in a similar position, or related experience

**Working Conditions:**

1. Travel to other related organization locations will be required
2. Non-standard hours of work
3. Receives moderate supervision with less frequent direction and occasional review of the work performed

**Conditions of Employment:**

1. Must be able to obtain and maintain a valid BC Driver's Licence
2. Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence

**General Category:**

- Operates as part of a team and is flexible about the boundaries and functions of the job.
- Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands.
- Ensures that all internal and external deadlines are met.
- Travels as required in the performance of their job.
- Serves on committees as directed by the Band Administrator.
- Takes responsibility for identifying upgrading of personal skills necessary to perform job duties.
- Successfully completes all training courses undertaken at the direction of Band Administrator
- Maintains confidentiality of all information see, heard or obtained by virtue of employment  
Recognizes and respects all cultural diversity and understands Aboriginal culture.

**Please submit your cover letter, resume and references to [office@hbfm.ca](mailto:office@hbfm.ca)**