



# Employment Opportunity

## **SPECIFIC CLAIMS RESEARCHER**

Reference No. LSG-LAN-SCR-0923

### **PURPOSE:**

Reporting to the Director of Lulumexun Lands & Self Governance, the Specific Claims Researcher performs research, prepares various land claims progress, provide advice and assistance to legal staff on claims related documentary evidence. This is a full-time permanent position that works primarily in the office with minimal local travel required.

### **COMPENSATION AND BENEFITS:**

Cowichan Tribes offers an excellent benefit and pension plan available after successful completion of the probationary period. The position includes paid professional development, paid vacation and paid sick leave. Depending on experience, the position starts at \$39.05 – \$41.42 per hour (\$71,070.09 – \$75,388.95 annually).

### **RESPONSIBILITIES:**

- Conducts land claims related research; visits and searches records at the Cowichan Tribes offices, provincial archives, Indigenous Services Canada, Hudson's Bay Company and other agencies or departments having past dealings with or records involving land related issues; prepares claim related documentation, records and files according to priority, urgency, chronological order, size, scope, specific and comprehensive claim types
- Investigates, researches and follows up on issues of archaeological significance that may affect land claims; gathers evidence and determines if artefacts or remains impact on land claims; prepares documentation, reports and discusses with reporting manager and committees and/or legal input; discusses and ensures Cowichan Tribes interests are represented with external agencies where reserve or claimed/disputed lands are involved
- Monitors the progress and status of claims with various government agencies and departments; prepares monthly reports and summaries on claim activity and status
- Prepares annual Land Claim budgets based on numbers of claims, estimated time required to complete and legal advisory costs; discusses and verifies with reporting manager; forwards approved budget estimates to government agencies for funding
- Gathers and provides claim related documentation evidence, information and data to contract legal staff for legal review and opinion; prepares and provides claim related legal opinion data to the reporting manager for discussion and/or presentation to the Chief & Council for discussion and/or action
- Maintains and ensures a current understanding of Band and Council policies, protocol and politics as it relates to involvement with both native, non-native and government organizations
- Other related duties as required

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous ancestry.  
We thank all applicants in advance but only shortlisted candidates will be contacted.*

**EDUCATION AND EXPERIENCE: *(please attach all corresponding documents)***

- Certificate or Diploma in Office Administration or post-secondary courses in land research techniques, report writing or related field
- Knowledge of Research methods and techniques, land claim documentation, records and file preparation, progress and status reporting, budgeting, office practices, procedures, routines, filing systems and records management, personal computer and related word processing/spreadsheet/database/presentation graphics application program operation knowledge
- Minimum 1 year of previous experience with a demonstrated knowledge of research techniques and methods, land claims processes, documentation preparation procedures and practices, budgeting, use of a desk top environment and the full range of systems identified above
- Well-developed oral, written communication and research abilities
- Experience working in a First Nations community is considered an asset
- Criminal Record Check required
- Valid BC Class 5 Driver's License required
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. ***All individuals must show Proof of Vaccination as a mandatory condition of their employment***

**SKILLS, KNOWLEDGE, AND ABILITIES:**

- Ability to prepare summaries, reports and other land related documentation
- Detailed knowledge of land claim research processes, Band and Council policies, protocol and politics
- Knowledge of a Lands department record keeping files and systems
- Proficiency in Microsoft Office and other related computer applications and software
- Demonstrated research techniques, methods and skills.
- Knowledge of the provincial, Indigenous Services Canada, Hudson's Bay Company and other sources of land related records
- Knowledge and understanding of Cowichan Tribes culture, traditions, land, and Hul'q'umi'num' language or a willingness to learn

***HOW TO APPLY: Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Applications must be sent to Human Resources by email before the deadline with the Reference Number in the subject line of your email.***

**Reference No. LSG-LAN-SCR-0923**

Cowichan Tribes Human Resources Department

Email: [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

Website: <http://www.cowichantribes.com/employment>

**Deadline: 4:00 p.m. on Monday, October 2, 2023**

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