



ARCHAEOLOGICAL COMMUNITY MONITOR 113-22-2
ARCHAEOLOGY, LANDS AND RESOURCES
Contract

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **June 29, 2022**, for the Activity Assistant with Iroquois Lodge, Health Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyperhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: Reports and works under the direction of the Director of Six Nations Lands and Resources Department, the Archaeology Community Coordinator and the Consultation Supervisor

To conduct on-site field monitoring and work of Archaeological Consultants during all fieldwork within the Haldimand Tract and the 1701 Fort Albany Treaty territory. To fully participate in the daily fieldwork to gain knowledge of archaeological techniques and practices of the consulting firms that you are working with. Act as a liaison between the consultant field crew and Six Nations of the Grand River Elected Council/Six Nations community members. To be aware of Six Nations history and educate the field crew accurately.

Type	Contract
Closing Date	June 29, 2022
Hours of Work	Variable up to 40 hours a week
Wage	TBD

BASIC QUALIFICATIONS:

- A College diploma in Political Science, History, Environmental Technology, Urban and Regional Planning or related diploma; or five + years of related experience

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyperhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at StaffHR@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.

Archaeological Community Monitor – Contract – 113-22-2
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

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LANDS AND RESOURCES DEPARTMENT POSITION DESCRIPTION

POSITION: Six Nations of the Grand River Archeological Community Monitor

REPORTING RELATIONSHIP:

Reports and works under the direction of the Director of Six Nations Lands and Resources Department, the Archaeology Community Coordinator and the Consultation Supervisor.

PURPOSE AND SCOPE OF THE POSITION:

To conduct on-site field monitoring and work of Archaeological Consultants during all fieldwork within the Haldimand Tract and the 1701 Fort Albany Treaty territory.

To fully participate in the daily fieldwork to gain knowledge of archaeological techniques and practices of the consulting firms that you are working with.

Act as a liaison between the consultant field crew and Six Nations of the Grand River Elected Council/Six Nations community members.

To be aware of Six Nations history and educate the field crew accurately.

RESPONSIBILITIES:

1. Monitor Responsibility Functions

- i. Responsible for daily monitoring of archaeological crews
- ii. Working as a field crew member in all aspects of the job
- iii. Completion of daily monitoring logs and of biweekly/end of site reports
- iv. Provide training as required to other Staff
- v. Ability to provide feedback/identify artifacts in the field
- vi. Physically capable of heavy lifting, walking long distances in extreme temperatures

2. Communication Functions

- i. Be in contact with companies that require Archeological Community Monitor services
- ii. Liaison to other First Nation monitors

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- iii. Prepare reports in field journal, bi-weekly reports, and timesheets as required
- iv. Regularly interface with archaeological consultant field directors/crew to ensure
MTCS Standards and Guidelines are being followed during all field work
- v. Provide timely responses to changing work priorities
- vi. Provide updates to the community as required
- vii. Other related duties as assigned by the Archaeology Community Coordinator

3. Administrative

- i. Ensure proper information of documents electronically and/or hardcopy
- ii. Daily completion of log in/out sheets and proper documentation as required
- iii. Daily interface with Archaeology Community Coordinator and field director to obtain work details, reviews and responses in a timely manner
- iv. Attend meetings as required: staff meetings, committee meetings
- v. Attend training/workshops as required

4. Other Functions

- i. Perform other related duties as assigned by immediate supervisor
- ii. Perform projects as assigned
- iii. Perform political tasks as assigned
- iv. Promote a positive and professional team environment

WORKING CONDITIONS:

Work requires high degree of attention to detail, requires extensive interaction with Staff, subject to deadlines, demands, and interruptions; ability to take direction, prioritize, work independently and/or as supervised and instructed.

WORKING RELATIONSHIPS:

With the Director:

Receives direction, and guidance if needed to proceed on a project where issues arise.

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With the Chief & Council:

Prepares notes, reports and presents information as required.

Gathers and distributes relevant information.

With the Community and other Staff Members:

Represents and promotes Six Nations Administration in a courteous, cooperative, and qualified manner.

Provides information and assistance and works closely with Six Nations Eco-Centre Staff

KNOWLEDGE AND SKILLS:**Minimum Requirements:**

- A College diploma in Political Science, History, Environmental Technology, Urban and Regional Planning or related diploma; or five + years of related experience

Other Preferred Skills:

- Excellent written and communication skills
- Knowledge of Six Nations and First Nations land rights and treaty issues
- Working knowledge of current case law relevant to First Nations
- Strong analytical skills
- Ability to handle stressful situations with a positive outlook
- Skills in operation of other office equipment
- Ability to read maps, deeds, historical documents, and drawings an asset
- Possess initiative and self-direction
- Ability to take direction well; team player
- Must be trustworthy, reliable and maintain confidentiality

IMPACT OF ERROR:

Errors in carrying out duties could result in loss of credibility, poor public relations and misinformation being provided. Errors could result in embarrassment to the Six Nation of the Grand River Elected Council, community and administration; loss of public confidence and unnecessary conflict leading to lack of trust.

CONTROLS:

Guiding principles set by the Six Nations of the Grand River Elected Council. Must work within the policies and procedures established by the Six Nations of the Grand River Elected Council with respect to First Nation administration. As such must be familiar with Six Nation of the Grand River Elected Council policy and procedures.