

CHAMPAGNE and AISHIHIK FIRST NATIONS

<u>Position Title:</u>	CAFN Guardians Dákéyi kwäk'änitá – “I watch our country”
<u>Department:</u>	Heritage, Lands and Resources
<u>Supervisor:</u>	Fish and Wildlife Manager
<u>Status:</u>	Regular Full-time
<u>Wage:</u>	Level 6
<u>Date:</u>	June 2019 Revised April 8, 2021

A. Job Summary:

Our people have always been responsible stewards of dákéyi (our country) because it sustains us, heals us, and enables us to keep our culture, language and stories alive. The CAFN Guardians Program continues our traditions of watching over, respecting and protecting the lands, waters and resources of dákéyi while asserting our contemporary authority as a self-governing First Nation.

Reporting to the Fish and Wildlife Manager, the CAFN Guardians actively patrol, monitor and demonstrate a CAFN presence throughout our Traditional Territory. They serve as ambassadors and educators, sharing CAFN culture and perspectives and promoting respectful use of dákéyi. They help ensure the ecological integrity and cultural values of dákéyi are maintained by engaging in various monitoring programs and research projects, for which they provide technical support and indigenous knowledge expertise. Their work highlights how indigenous and scientific knowledge can enhance and complement each other, and promotes collaboration and information sharing for better decision-making. They also engage in various outreach and communications initiatives, participate in cultural events, gather community input, attend meetings, and perform administrative and other related duties.

The Guardians will be guided by Dän k'e (our way), use and revitalize Dákwänjē (our language), learn from our elders and knowledge keepers, empower and engage our citizens, contribute to vibrant and healthy communities, and inspire our youth.

B. Main Duties:

1. Demonstrate and uphold CAFN authority as a self-governing First Nation by:
 - Actively patrolling, monitoring and demonstrating a CAFN presence on lands and waters throughout the Traditional Territory.
 - Representing CAFN Government by wearing official Guardians uniforms and exhibiting professional and respectful conduct at all times.
 - Serving as CAFN ambassadors and educators by approaching and engaging with land users to provide information, ensure respectful use of lands and waters, and offer assistance if needed.
 - Observing, recording, and reporting potential incidents of non-compliance with legislation.
 - Supporting the implementation of the CAFN Final Agreement and other resource management plans and agreements (e.g. Community-Based Fish & Wildlife Workplan).
 - Attending and participating in external meetings as directed by the supervisor, to learn more about shared responsibilities in the co-management of lands, waters and resources.

2. Provide technical support and cultural/indigenous knowledge expertise to various monitoring programs, research projects and stewardship initiatives throughout the Traditional Territory by:
 - Participating in the design and implementation of various ongoing programs and specific projects led by CAFN and/or conducted in partnership with other governments, academic institutions, or individuals. Topics and priorities will vary annually but may include fish, wildlife, water quality, impacts of land use activities, climate change, contaminants, invasive species, heritage resources, etc.
 - Utilizing both indigenous and scientific knowledge, perspectives, and methods to collect and interpret information, communicate results, and make decisions.
 - Assisting with development of CAFN data collection methodology (e.g. customized surveys to be used with iPads or similar devices).
 - Assisting with documenting and monitoring cultural sites, traditional trails, and other heritage resources.
 - Participating in joint initiatives with neighbouring First Nations to more effectively monitor resources, track changes, share information, and protect important places and species.
 - Participating in weekly meetings with supervisor to plan and schedule activities.
 - Taking detailed field notes, photos, and geolocation data using a variety of equipment.
 - Maintaining accurate and organized filing systems and databases.
 - Preparing weekly activity reports and other written submissions as required.
 - Ensuring the responsible use and care of all departmental vehicles and equipment, including monitoring and reporting on their status/condition and maintaining required records.
3. Educate CAFN citizens, project partners, other governments and organizations, resource users, and the general public and promote the understanding, appreciation and support of the Guardians Program by:
 - Actively contributing to the planning and implementation of annual meetings in CAFN communities to identify research and monitoring priorities, discuss results, exchange knowledge, and build a shared vision for the purpose and focus of the program.
 - Ensuring that CAFN citizens and members of the public are informed, engaged, and enthusiastic about the Guardians Program, and building a relationship of trust where observation and reporting is encouraged.
 - Assisting with preparation and distribution of various communications and outreach materials (newsletter submissions, posters, displays, brochures, presentations, social media posts, etc.).
 - Working with the school and youth centre to raise awareness of the Guardians Program, share knowledge and experience, encourage career goals, and serve as positive role models.
 - Having a visible presence at CAFN events, public community events, school career days, etc. and engaging in other opportunities for outreach (e.g. bear awareness and education initiatives).
 - Developing relationships with staff of other governments (federal, territorial, and First Nations) to build mutual understanding, increase trust, and provide opportunities for sharing of resources and skills.
4. Contribute to the ongoing development and future potential of the Guardians Program by:
 - Engaging in training and capacity building opportunities as available.
 - Participating in the annual review and evaluation of the program and actively contributing ideas, suggestions, and recommendations for improvement.
 - Assisting with the ongoing refinement of vision statements, goals, training plans, protocols and procedures, communications and outreach materials, monitoring methodology, and identification of capacity and equipment needs.
 - Maintaining excellent professional working relationships and a positive reputation for the program.
 - Demonstrating and communicating a strong sense of pride in the important responsibility of a Guardian.

- Assisting in the development of strategies for the engagement of youth and school groups in the Guardians program, and other ideas for intergenerational knowledge sharing.
 - Learning about other indigenous Guardians programs in the Yukon, Canada and worldwide, and contributing to the building of regional Guardians networks and alliances.
5. Contribute to other Heritage, Lands and Resources Department initiatives and priorities by:
- Participating in the development of annual workplans and budgets.
 - Assisting with research and documentation of traditional stewardship practices, indigenous laws, and protocols related to natural and cultural resources.
 - Maintaining the vitality of our culture by preserving and protecting our heritage resources and sacred places, using and caring for our traditional trails, learning about our teachings and values, and helping to keep our stories and language alive.
 - Assisting with YESAB project reviews, Settlement Land site inspections, heritage resources impact assessments, land use planning activities, and harvest monitoring.
 - Other duties as required and directed by the supervisor.

C. Job Knowledge and Skills:

Education and Experience:

Minimum Grade 10 (or equivalent reading and writing skills) required. Post-secondary coursework or certification in natural resources management, environmental science, fisheries, heritage resources, or other field related to the position is considered an asset (or equivalent in /indigenous knowledge and experience).

Good wilderness/backcountry skills and experience travelling or working on the land is required. Any experience in the following will be considered a definite asset: fieldwork involving sampling and data collection, research projects, traditional knowledge studies, conducting interviews, writing reports or articles, public speaking, coordinating meetings or events, working with elders and/or youth, creating communications materials (e.g. posters, brochures, or presentations), photography, and/or video editing.

Licenses and Certifications:

Valid Class 5 Driver's License required. Any other relevant and valid outdoor certifications or safety training (e.g. Wilderness First Aid, ATV training, swiftwater rescue, etc.) are considered an asset.

Job Knowledge:

Knowledge of CAFN Traditional Territory, history, culture, values, vision, and goals
 Familiarity with the CAFN Final Agreement and other relevant plans, agreements and legislation
 Familiarity with the roles and responsibilities of various governments, boards, committees, and organizations for the management of fish, wildlife, water, and heritage resources in the Yukon
 Knowledge of local fish and wildlife species, including protocols for working safely in bear country
 Knowledge of heritage resources identification, documenting, and reporting protocols
 Knowledge of general office procedures and practices

Management Skills:

Ability to follow directions, organize tasks and meet deadlines
 Ability to work independently with minimal supervision, solve problems, and take initiative
 Ability to contribute ideas, provide advice and make recommendations
 Ability to adapt and respond to changing priorities or situations
 Reliable and able to maintain professional conduct at all times
 Demonstrates integrity and takes responsibility for actions

Specific Skills:

Attention to detail, with the ability to accurately record and enter information
 Basic computer skills including use of e-mail and Microsoft Office programs (or willingness to learn)

Ability to use topographic maps and/or GPS for navigation
Ability to operate and maintain trucks, trailers, ATVs, boats, and other field equipment
Ability to identify and resolve potential safety hazards and reduce risks
Motivated, enthusiastic, and able to maintain a positive attitude

Interpersonal Skills:

Ability to work effectively and respectfully in a collaborative team environment
Excellent communication skills, with the ability to provide accurate information and build trust and rapport
Willingness to share knowledge and experience, as well as to learn about and consider diverse viewpoints
Confidence to approach, interact, engage and communicate with a wide variety of people
Problem solving and conflict resolution skills, with the ability to remain calm in stressful situations
Demonstrates a strong commitment to the Guardians Program vision and goals

D. **Decision Making:**

Goals, objectives and priorities for these positions are established by the supervisor. At weekly meetings, the incumbents are expected to actively contribute to the planning, scheduling and organization of duties and logistics. Unforeseen issues may arise in the field, and the incumbents will be expected to manage and adapt, to the best of their knowledge and abilities. The supervisor will be available as needed to deal with more complex issues.

E. **Impact/Accountability:**

The incumbents are directly responsible for implementing plans and projects as organized by the supervisor, independently and/or in collaboration with project partners, and communicating results.

The incumbents serve important roles as representatives of CAFN Government. Actions, attitudes or incidents that do not maintain the positive and professional image of CAFN may affect the willingness of other organizations to engage in partnership projects, jeopardize future funding opportunities, and directly influence the long-term success of the Guardians Program.

The accuracy of the data and information collected and recorded by the incumbents will directly affect its value for use in resource management decision-making.

The incumbents are directly responsible for the proper care and maintenance of CAFN vehicles and equipment. Irresponsible use or lack of care may impact the viability of the Guardians Program and other departmental activities which rely on this equipment.

G. **Positions Supervised:**

May be responsible for supervision of summer student(s) and casual or short-term contract positions.

H. **Working Conditions:**

Work will be conducted primarily in the field, but office work and attendance at meetings is also required. Work on evenings, weekends, and/or statutory holidays as well as daily overtime is likely to be required, as well as occasional overnight trips.

Work may occur in remote locations, difficult terrain, and adverse weather conditions. The work may require travel by various modes of transportation including truck, boat, ATV, and aircraft (helicopters and small fixed-wing planes). The work may require physical effort including standing or walking for prolonged periods of time, heavy lifting, etc. There is potential for physical harm due to environmental conditions, accidents, and encounters with dangerous wildlife.

The incumbents may have to deal with conflicting interests or priorities over resource management decisions or programs, and occasionally with upset or irate people, and will have to use tact and diplomacy to resolve situations.

I. **Conditions of Employment:**

- Standard First Aid Certification (current)
- Valid Yukon Class 5 Driver's Licence, or willingness to obtain as soon as possible after start of employment.
- Willingness to attend training courses and attain certifications as required.
- Must be physically fit and able to perform the full duties of the job.
- Willingness to work and travel in varied terrain, all weather conditions, isolated locations, and by various means of transportation.
- Willingness to work irregular hours, overtime, weekends, and/or holidays when required.
- Extended workdays may be required to accomplish tasks and meet workload demands during peak periods, as directed
- Mandatory confidentiality is a condition of employment for all CAFN personnel
- Willingness to wear and maintain a CAFN Guardians uniform and to comply with all associated policies and procedures.
- Commitment to conduct work in a safe, responsible and professional manner and to comply with all CAFN occupational health & safety policies and procedures.
- All Champagne and Aishihik First Nations employees are expected to conduct their duties in a harmonious and cooperative manner intended to enhance the First Nations efforts to build a strong and prosperous Government.

I approve this position description as being representative of the work I require to be performed and that the responsibility and authority levels identified have been delegated to this position. This job description has been designed to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.

Director, Human Resources

Date

Senior Director, Nation Services

Date

Director, Language and Culture

Date

Employee

Date

