



Field Worker

Reports to Assistant Negotiator
Negotiations Coordinator/Comm Coordinator

Qualifications: Minimum of high school diploma
Excellent verbal/written communications
Familiar with basic computer and software
Outgoing and self-starter
Dene Zhatie fluent and English
Ability to travel by plane or vehicle to communities
Class 5 Drivers license

Position Summary:

The Fieldworker is responsible for informing local DFN membership of the Dehcho Process and Negotiations. Travel into Dehcho communities.

Responsibilities include report and write updates for the Dehcho Process team, reports and participate in orientation and planning workshops.

Job Duties:

- Read and review Dehcho Process Agreement in Principle (AiP), information and documents.
 - Become familiar with the Dehcho Process and negotiations
 - Note and summarize information and documents
 - Assist in developing a presentation outline of information to present to DFN local members
- Participate in an orientation and workshop.
 - Study the Dehcho Process and negotiations history
 - Awareness of communications and its mediums
 - Understand the working environment and political, social and economic situations
 - Develop protocols for community visits
- Develop a plan and schedule to travel and visit Dehcho communities and DFN members.
 - Understand DFN policies and procedures
 - Establish an approach to provide updates and information to DFN membership
 - Confirm travel arrangements and visits to Dehcho communities
 - Meet with local leaders at the start of the visits and a briefing at the conclusion of visits
 - Assist community members in completing the initial members enumeration card.
- Present Dehcho Process and negotiations information to DFN members and solicit views and opinions.
 - Speak respectfully and listen to concerns
 - Be prepared to speak about 20 minutes on the Dehcho Process and Negotiations

- Home visits and one o one information and updates
 - Speak favorably of the Dehcho Process and Negotiations
 - Record and write down questions and concerns
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- Provide daily verbal updates and bi-weekly activity reports
 - Check-in daily with Supervisor
 - Write brief reports of community/home visits and any particular concerns
 - Submit bi-weekly reports to Supervisor on a timely basis

 - Provide a final report of activities and key findings in engagement with DFN membership.
 - Keep notes and a record of community/home visits
 - Provide a final report of activities and concerns by DFN membership
 - Provide recommendations to improve information and communication systems

Conditions of Employment

Full Time position. Mandatory insurance benefits package upon completion of requirements to access it. I have read and understand this job description. My supervisor has informed me that it is a general description of the duties, responsibilities, and qualifications required of my position, that forms the basis for my classification level and against which my performance will be evaluated.

Incumbent Acceptance by Signature

Print Name

Signature

Date