



MANITOBA METIS FEDERATION INC.

JUSTICE PROGRAM COORDINATOR

December 12, 2019

Posting #20-002-06

The Manitoba Metis Federation (MMF) is the official democratic and self-governing representative for the Metis Nation's Manitoba Metis Community. The Manitoba Metis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill one full-time **Justice Program Coordinator** Position within our **Metis Justice Institute (MJ) Department** located at the 150 Henry Ave in **Winnipeg, MB**.

Job Duties/Competencies:

- Conduct research, design, implement, facilitate and monitor justice programs and services within the Metis Government;
- Implement and facilitate the delivery of the MJ programs and services to Metis Clients in the areas of Anger Management, Domestic Violence and Life Skills Programming;
- Assist in the enhancement and further development of justice programs and services in each MMF Region;
- Adapt programs as required to meet the needs of MMF Regions;
- Perform case management of client files and maintain files, report to agencies as required;
- Monitor and evaluate policy and program initiatives as required;
- Develop partnerships for service delivery and develop networking strategies and tools for each MMF Region;
- Conduct research on available programs and services within each MMF Region, develop report and present findings;
- Prepare reports, briefing notes, correspondence and perform general office duties;

Skills and Qualifications:

- Bachelors' degree in Social Sciences or equivalent justice and community development related experience and training;
- Experience in social services, corrections or community justice;
- Experience in case management, program facilitation (individual or group), management and evaluation;
- Previous experience working with Indigenous, Provincial or Federal Governments is an asset;
- Proficient in Microsoft Office Suite: Excel and Word (intermediate), PowerPoint and Outlook (beginner);
- Knowledge of Provincial and Federal legislation (YCJA, Corrections and Conditional Release Act, Probation Services, Parole Services, Court Diversion, etc.);
- Knowledge of community resources, programming, Restorative Justice Concepts, Court System Processes;
- Knowledge of Metis justice issues, socio-economic conditions, Metis culture and MMF programs and services is a definite asset; and
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle is required.

We offer a comprehensive benefits package including; health, dental, vision, pension and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter in Word format, referencing the job posting number by Sunday, January 5, 2020.

Preference will be given to qualified Metis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

MMF Human Resources Department
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.