



MANITOBA METIS FEDERATION INC.
RETENTION AND SUPPORT WORKER
January 9, 2020
Posting #20-014-02

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 Retention and Support Worker** position within our **Metis Employment and Training Department** located within our Home Office at 150 Henry Ave in **Winnipeg, MB**.

Job Duties/Competencies:

- Conduct assessments of clients to determine employment needs and eligibility for MET programs and services;
- Determine client training/employment readiness, counsel, develop action plans and negotiate financial support with clients;
- Provide clients with job search assistance, referrals to counselling or community services and labour market information;
- Assist in the recruitment, documentation and assessment of trainees for MET project-based training initiatives, monitoring trainee progress in classroom and on the job training;
- Act as a first point of contact for trainees and assist trainees in their post training employment search and development of job search strategies;
- Develop appropriate employment and training plans with clients and match the identified employment needs with appropriate MET programs or services;
- Provide ongoing counselling support to clients during employment and training activities and monitoring of client progress and attendance;
- Establish and maintain a network of contacts with community resource programs, school divisions, training institutions, and other government programs and services;
- Assist in the maintenance of the MET Resource Area and job board in the MET Regional Office;
- Draft correspondence, reports and other documents;

Skills and Qualifications:

- Post-secondary education in the Social Sciences field or an equivalent combination of education, training and experience;
- Experience in employment/career/education counselling with case management;
- Experience facilitating presentations and workshops;
- Intermediate knowledge of Microsoft Word, Excel, Outlook, Power Point, and computerized case/client management data systems;
- Experience establishing and maintaining solid working relationships with a diverse array of partners, clients and co-workers;
- Strong client orientation and quality assurance skills, organizational skills with the ability to manage multiple priorities, work under pressure and adapt to conflicting and tight deadlines;
- Experience working with Indigenous non-profit organizations, volunteer boards & committees is preferred;
- Knowledge of 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.

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 Thursday, January 23, 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 and www.mmfemployment.ca