



MANITOBA MÉTIS FEDERATION

CLIENT SERVICES WORKER

January 10, 2024

Posting #23-02-016

The Manitoba Métis Federation (MMF) is the National Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Client Services Worker** position within our **Métis Employment and Training Department** located within our MMF Winnipeg Regional Office located at 200 Main St in **Winnipeg, MB**. Under the supervision and direction of the MET Regional Coordinator, the Client Services Worker will interview and complete the intake process with clients to determine employment and training needs and eligibility for MET programs and services. The Client Services Worker Clerk serves as the initial point of contact for the department for clients seeking employment and training information or service.

Job Duties/Competencies:

- Complete intake application process with clients, assessing client need by completing a needs determination interview to identify their reason for seeking assistance, gathering relevant client information and verifying client eligibility;
- Provide referrals for clients to other departmental staff for more in-depth discussions of employment and training needs;
- Assist clients with job search skills by assisting with preparation of resumes and cover letters, job search strategies, and preparing for job interviews;
- Research and access labour market information and job postings utilizing the Internet, local newspapers and other professional publications;
- Promotes MET programs and services, communicates policies, procedures and guidelines to clients and the general public;

Skills and Qualifications:

- Candidates must have an Administrative or Clerical related post-secondary certificate or diploma or equivalent combination of education and experience;
- Minimum of 2 years' experience in administrative support services;
- Experience using database systems;
- Experience taking accurate meeting minutes and meeting notes;
- Experience establishing and maintaining good working relationships with a diverse array of partners, clients, and co-workers;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Métis culture, 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.

Please submit your resume and cover letter, referencing the job posting number. This posting is open until filled.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Métis 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