



MANITOBA MÉTIS FEDERATION

MÉTIS COMMUNITY RESOURCE WORKER

March 13, 2024

Posting #23-09-001

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 term Métis Community Resource Worker** position within our **Métis Community Resource Department** located at MMF The Pas Regional Office in **The Pas, MB. This is a term position set to end April 4, 2025.** The Métis Community Resource Worker's prime objective is to enhance the services and resources within their region, through direct outreach to their community.

Job Duties/Competencies:

- Enhance and deliver services and resources within the region through direct community outreach;
- Assist clients in completing and/or initiating foster/adoption home appeals, income security appeals, guardianship orders, housing applications, and education/training applications or appeals;
- Carry out client follow-up and compile and maintain client data;
- Assist community needs and identify available resources;
- Maintain resources directory and assess available resources;
- Define and establish referral mechanisms;
- Perform detailed intake/assessment, documentation, and maintenance of files;
- Implement fundraising projects; and,
- Facilitate community outreach, meetings, and workshops.

Skills and Qualifications:

- Diploma in a Child and Family Services or Community Development program preferred;
- Minimum two years' experience in social service field or previous community development involvement;
- Knowledge of government legislations such as Child and Family Services Act, Program Standards, Employment and Income Assistance, Maintenance Act, Workers Compensation and other relevant legislation and policies;
- Strong organizational, communication and writing skills;
- Strong computer and technical skills;
- Ability to work with minimal supervision and as part of a team;
- Experience arranging and facilitating meetings;
- Knowledge of Métis issues and socio-economic conditions affecting Métis Citizens;
- Knowledge of Red River Métis 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.

Please submit your resume and cover letter, referencing the job posting number by Thursday, March 28, 2024.

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.