



MANITOBA MÉTIS FEDERATION

MÉTIS COURT WORKER

December 13, 2024

Posting #24-06-006

The Manitoba Métis Federation (MMF) is the democratically elected National Government of the Red River Métis, also known as the Manitoba Métis. The Red River Métis are a distinct Indigenous Nation and People, and Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Métis Court Worker** position within our **Métis Justice Institute Department** located at 200 Main Street in **Winnipeg, MB**. The Métis Court Worker will be responsible to advocate and assist Red River Métis Citizens involved in the criminal justice process to obtain fair, just, equitable and culturally sensitive treatment.

Job Duties/Competencies:

- Conduct client intake assessments and interviews documenting information for court pleas and sentencing;
- Access and interpret court documented information for clients to assist and prepare for court proceedings;
- Assist in preparing sentence applications, reviews, and bail applications;
- Provide in court support to clients ensuring all documents are organized and forwarding to appropriate channels;
- Provide court officials with background information on clients' circumstances and community resources available;
- Prepares and complete written correspondence/reports, including daily and monthly statistical reports, monthly narrative reports and other forms, requisitions as required and/or requested;
- Provide clients with information on the nature of charges, their rights, and responsibilities in regard to court procedures;

Skills and Qualifications:

- Community College diploma, University degree or equivalent in Social Services and/or a minimum of 4 years work in a social or justice services environment;
- Knowledge of the structure and procedures of justice systems and their functions, including Canadian criminal procedure, Criminal Code of Canada, and related court decisions regarding Indigenous persons;
- Ability to work flex hours, evenings and/or weekends;
- Strong organizational, interpersonal and time management skills;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Clear Child Abuse Registry Check, Adult Abuse Registry Check, and Criminal Record Check required;
- Knowledge of Red River 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 by Monday, January 6, 2025.

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 Red River 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.