

JOB TITLE	Project Manager, Substance Use and Addictions Support
MINISTRY/DEPARTMENT	Mental Health and Harm Reduction
REPORTS TO	Director, Mental Health and Harm Reduction
JOB FAMILY	Leadership
CLASSIFICATION LEVEL	Level 2
DATE CLASSIFIED	May 2025

POSITION SUMMARY

The Project Manager, Harm Reduction oversees the Métis Substance Use and Addictions Support Project in BC by supervising a team of Peer Support Workers in multiple communities in the province. The project addresses the urgent issue of the toxic drug crisis among underserved Métis individuals and offers essential support, education, and cultural connections that act as protective and healing factors in combating the harms of this crisis. The Project Manager focuses on supporting the Peer Support Workers to provide urgent intervention for substance use and addiction issues among Métis individuals recognizing intergenerational trauma and the damages incurred by the residential school system on the Métis peoples.

This role works closely with the Harm Reduction Manager, the Mental Wellness Programs Manager, and the Knowledge Translation Manager to coordinate comprehensive wellness and harm reduction services and service navigation centered on cultural wisdom, community values, and the belief that culture is medicine. This will be done via Métis-specific harm reduction education, culturally grounded coaching and guidance, peer support, and outreach, and to build a supportive network where Métis individuals can access guidance from Khetehayak (Wise Ones), Knowledge Carriers, and Harm Reduction Coaches.

LOCATION

- Provincial Head Office – Surrey, BC. (Hybrid)

DUTIES & RESPONSIBILITIES

Program and Operations Management

- Secures and maintains meeting and storage locations in alignment with MNBC financial policies.
- Oversees the financial approvals and contracts to maintain meeting and storage locations in multiple communities in BC in alignment with MNBC financial policies
- Manages inventory, ordering, and distribution of harm reduction supplies across locations.
- Coordinates delivery of Naloxone training at events and ensures staff preparedness.
- Schedules and organizes monthly in-person and weekly virtual cultural sessions with Métis Elders and Knowledge Carriers.
- Ensures availability of drop-in locations for community connection and support.
- Supports the Harm Reduction Manager in adapting existing harm reduction programming and resources to be more culturally safe and appropriate for Métis people

Community Engagement and Partnerships

- Engages with and holds space for Peer Support Workers to have conversations with Métis Individuals about

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safer substance use, harm reduction, and recovery strategies

- Creates and organizes monthly in person, and weekly virtual sessions for citizen interaction with Métis Khetehayak (Wise Ones) and Knowledge Carriers across multiple communities.
- Creates and maintains relationships with partner organizations in multiple communities in BC to support Harm Reduction initiatives in a culturally safe manner
- Collaborates with the Mental Wellness Programs Manager, and the Harm Reduction Manager to ensure safe and appropriate referrals are made to Mental Wellness and Harm Reduction Coordinators as appropriate
- Collaborates with MNBC departments such as Housing and Homelessness, Mental Wellness, Children and Families, to facilitate and ensure service referrals.
- Engages in regional outreach planning and health system transformation discussions.

Team Leadership and Supervision

- Oversees the Métis Substance Use and Addictions Support Project by hiring, training, and supervising Peer Support Workers in various communities.
- Conducts performance evaluations, site visits, and wellness planning for Peer Support Workers.
- Implements trauma-informed supervision and fosters safe, respectful team environments.
- Fosters a practice of collaborative effort and problem solving around issues relating to improving the mental health and wellness of Métis people in the area of substance use, addictions, and harm reduction

Documentation and Reporting

- Ensures accurate charting and anonymized statistical data in compliance with MNBC policies.
- Prepares internal and external reporting for monthly, quarterly, and year-end deliverables.
- Monitors inventory and ordering of Harm Reduction supplies in multiple locations and ensures tracking of these supplies as they are distributed to Métis Individuals.
- Ensures accurate reporting of activities for internal and external reports, and as requested by the Director.

Other duties

- Participates in committees and project teams as required.
- Undertakes related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- Peer Support Workers in various communities

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QUALIFICATIONS

- University degree in Health, Social Services, substance use/Harm reduction or a related field from a recognized, post-secondary institution.
- Minimum number of years (5) of related experience, which includes two years providing leadership to others.
- A combination of relevant experience, education, and training may be considered.
- Naloxone administration training is considered an asset
- Mental Health/Psychological first aid is considered an asset
- Understanding of the unique challenges Métis face accessing the mental healthcare system and a desire to problem solve and provide possible solutions is as asset.
- Experience working with an Aboriginal organization/program that includes interacting and developing relationships with Aboriginal people and Aboriginal communities as well as government agencies and ministries, an asset.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Assist training is considered an asset
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position will require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâcihitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtsihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.
- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater

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potential for success.