



MÉTIS FAMILY CONNECTIONS NAVIGATOR

PERMANENT FULL-TIME POSITION

LOCATION: Cranbrook Regional Office - #240, 1113 Baker Street

CLOSES: September 21, 2020 at 4:30 PM PST

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Northern Regions and Kootenay team as a **Métis Family Connections Navigator** with the Ministry of Education.

Reporting to the Director of Education and Métis Family Connections Program Coordinator, the primary purpose of the Métis Family Connections Navigator is to provide information and referral support to ensure Métis children (birth to 8 years old) and their families are connected to culture, programs, early years' services, and childcare within their community. The Métis Family Connections Navigator assists the Program Coordinator to deliver all aspects of the program and services to the Northern and Kootenay regions.

KEY DUTIES AND RESPONSIBILITIES

- Conduct community outreach with children (birth to 8 years old) and their families, and record the information in order to assess the immediate and long-term needs of the families
- Enroll Métis families into the MNBC Métis Family Connections, resource and referral program
- Refer families to professionals, programs, agencies, and services within their community
- Distribute Métis Family Connections materials and information to families
- Document barriers for Métis families in accessing Early Years programs and services and advocate on their behalf to resolve the barriers
- Planning, coordinating meetings and events, as required
- Attend Métis Chartered Communities and stakeholder meetings, as required
- Carry out various administrative tasks, as assigned
- Reporting of activities to the Métis Family Connections Program Coordinator, as required

THE IDEAL CANDIDATE

- Degree or diploma in Early Childhood Education, Community Support Work, K-3 Education or relation field, and
- Minimum of four (4) years' experience in the early years' field or public-school system
- Previous education and/or experience working with children (birth to 8 years) and families
- Combination of relevant experience, education, and training will be considered.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Demonstrated ability to effectively communicate both verbally and in writing
- Ability to lead, problem solve, and utilize team-building skills
- Proven ability to utilize strong interpersonal skills to deal with others effectively
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC.
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours.
- Ability to provide a satisfactory Criminal Record Check.
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes.

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

PLEASE NOTE THAT CANDIDATES MUST APPLY BY Monday, September 21, 2020 at 4:30 PM PST.

Using Métis Family Connections Navigator in the subject line of your email, please send your resume and cover letter to:

Jessica Truman
Education Administrative Assistant
Métis Nation British Columbia
Email: jtruman@mNBC.ca