



HOMELESS SERVICE NAVIGATOR (3 positions)

PERMANENT FULL-TIME POSITION (37.5 hours per week)

LOCATION: Provincial Office – Station Tower (13401 – 108th Avenue, Surrey)

CLOSES: Position will remain open until filled and will close without notice

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.



MNBC's *Employer of Choice Initiatives* offers employees a competitive total compensation package including:

- ✓ comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- ✓ 15 paid days per year for statutory and cultural days (Indigenous People Day & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Provincial Office only)
- ✓ educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- ✓ remote workplace supports.
- ✓ internal advancement & redeployment opportunities

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Housing and Homelessness team as a Homeless Service Navigator.

Reporting to the Program Coordinator, Homelessness Services, the primary objective of the role is to provide a variety of support, direction, assistance, and advocacy services to clients including, but not limited to, those facing challenges with stable housing. The Homeless Service Navigator provides support, advocacy, and follow up services for those who do not adequately utilize needed services.

KEY DUTIES AND RESPONSIBILITIES

- Provide housing assistance and support to adults and families who may be facing multiple barriers
- Will work on securing and maintaining stable, independent living situations where possible
- Will build solid working relationships with landlords and house managers to increase available housing
- Will discuss, isolate, and assess issues and develop a flexible plan of action
- Will ensure basic needs of clients are met and network, as needed, with community services
- Complete required records and maintain statistical data
- Provide assistance for new staff, volunteers, or students
- Job duties are complex and may have a few disagreeable factors
- Travel throughout the province to MNBC Chartered Communities, as required

THE IDEAL CANDIDATE

- Related Diploma or Certificate; or minimum Grade 12 education
- Two (2) years of recent related experience; minimum of one (1) year case management experience preferred
- 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.
- Familiarity with community resources
- Strong ability to manage stress and organize workload
- Ability to understand and maintain clientele/worker boundaries
- Strong physical and mental ability to perform work tasks and operate job related equipment
- Must have current Occupational First Aid Level 1 Certificate
- 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, an asset

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.

Using “Homeless Service Navigator” in the subject line of your email. Please send your resume and cover letter to:

[Santana Martin](#)

Program Coordinator, Homelessness Services

Métis Nation British Columbia

Email: smartin@mNBC.ca

MNBC is committed to promoting the health, safety, and well-being of all staff during the COVID-19 pandemic. The safety of our employees and Chartered Communities is paramount, and vaccination against COVID-19 is a key public measure to reduce the spread and severity of the virus and its variants. As such, we have recently announced all employees, vendors, and visitors are required to be vaccinated against COVID-19 in order to come to MNBC offices. **Effective November 15, 2021: full vaccination against COVID-19 is required to be eligible for employment at MNBC. All individuals must provide Proof of Vaccination, to be verified by Human Resources, as a mandatory condition of their employment.**