



MÉTIS FAMILY CONNECTIONS NAVIGATOR

PERMANENT FULL-TIME POSITION (37.5 hrs per week)

LOCATION: Any Northern BC Hub City (Prince George, Fort St. John, Terrace, Dawson Creek)

CLOSES: Posting 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 Initiative* provides employees with 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 Peoples Day & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Headquarters)
- ✓ 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 Early Years team as a Métis Family Connections Navigator with the Ministry of Education.

Reporting to the Associate Director of Early Years or their delegate, 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 regions.

KEY DUTIES AND RESPONSIBILITIES

- Conduct community outreach with children (birth to 8 years old) and their families, and record the information 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.

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

Sharlene Wedel
Associate Director, Early Years
Métis Nation British Columbia
Email: swedel@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.**