



HOUSING PROGRAM NAVIGATOR (2 positions)

PERMANENT FULL-TIME POSITION (37.5 hours per week)

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

CLOSES: November 19, 2021 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.



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 Peoples Day, Truth and Reconciliation 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 Ministry of Housing and Homelessness team as a **Housing Program Navigator**.

Reporting to the Program Coordinator, Housing & Homelessness the primary objective of the role is to provide administrative and clerical support to the Ministry of Housing and Homelessness support programs.

KEY DUTIES AND RESPONSIBILITIES

- Oversee day-to-day operations with answering telephone, in-person, and electronic inquiries or directing clients to appropriate individuals in the Housing Department
- Preparation and creation of action items for follow up to ensure accurate completion of program applications.
- Data entry of collected information in housing program electronic filing system, for various housing programs.
- Process applications, confirm information, make requests for information by e-mail and by telephone for various housing programs.
- Collect, organize, and maintain data collected from various *program* initiatives
- Perform a variety of administrative duties, including filing, scanning, sorting, and maintaining records in a confidential manner.
- Liaises with other program services ministries of MNBC for referrals to other program and services of MNBC represent the organization or program in external events.

THE IDEAL CANDIDATE

- Diploma in a related field
- Three (3) years of recent related experience, including a minimum of one (1) year in a supervisory role
- 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.
- Understanding of home renovations or adaptation programs and experience supporting vulnerable populations considered and asset.
- Experience with rent supplement or, related programs considered and asset.
- Demonstrated ability to effectively communicate both verbally and in writing
- Ability to 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

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 Friday, November 19, 2021 at 4:30 PM PST.

Using Housing Program Navigator in the subject line of your email, please send your resume and cover letter to:

Yvonne Costello
Program Coordinator, Housing & Homelessness
Métis Nation British Columbia
Email: ycostello@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.**